



**COUNTY OF LOS ANGELES  
WORKFORCE DEVELOPMENT, AGING AND  
COMMUNITY SERVICES  
REQUEST FOR PROPOSALS (“RFP”)  
FAMILY CAREGIVER SUPPORT PROGRAM (“FCSP”)  
SERVICES**

**AAA-FCSP-1721 RFP**

**APRIL 10, 2017**

**Mandatory Proposers’ Conference: Friday, April 21, 2017**

**Final Proposal Due Date and Time: Wednesday, May 10, 2017 (12:00 p.m. PDT)**

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## APPENDICES:

- A Sample Subaward:** A sample of the agreement/contract to be executed between County and Subrecipient. It sets forth the terms and conditions for the issuance and performance of all tasks, deliverables, Services and other work identified in the Statement of Work.
- B Statement of Work:** Explains in detail the required Services that County is seeking in its solicitation and it represents the Services to be performed by Subrecipient upon commencement of Subaward.
- C Statement of Work Exhibits:** Attachments to the Statement of Work which form a part of the Statement of Work.
- D Required Forms and Documentation:** Forms (that must be completed) and organizational documents that must be submitted with the proposal.
- E Request for Proposals (RFP) Transmittal to Request a Solicitation Requirements Review:** Transmittal sent to County requesting a Solicitation Requirements Review.
- F County of Los Angeles Policy on Doing Business with Small Business:** County of Los Angeles policy.
- G Jury Service Ordinance:** Los Angeles County Code Chapter 2.203 (Contractor Employee Jury Service).
- H Listing of Contractors Debarred in Los Angeles County:** A list of contractors who are not allowed to contract with County of Los Angeles for a specific length of time.
- I Internal Revenue Service Notice 1015:** Provides an overview of the Federal Earned Income Credit.
- J Safely Surrendered Baby Law:** County of Los Angeles program.
- K Intentionally Omitted**
- L Determinations of Contractor Non-Responsibility and Contractor Debarment:** Los Angeles County Code Chapter 2.202 (Determinations of Contractor Non-Responsibility and Contractor Debarment).
- M Intentionally Omitted**
- N Background and Resources - California Charities Regulation:** An

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information sheet intended to assist nonprofit agencies with compliance with Senate Bill 1262 (Nonprofit Integrity Act of 2004) and identify available resources.

- O Defaulted Property Tax Reduction Program:** Los Angeles County Code Chapter 2.206 (Defaulted Property Tax Reduction Program).
- P Cost Allocation and Indirect Cost Requirements:** Workforce Development, Aging and Community Services directive.
- Q County of Los Angeles Regions:** Maps providing the geographical representation of the eight (8) Los Angeles County Regions.
- R Instructions:** Instructions, guidelines and requirements for developing the Proposed Program Services and Budget documents which are submitted in the proposal.
- S Notice of Intent to Submit Proposal:** Form to be completed by potential Proposer (who may be interested in submitting a proposal(s)) and submitted to County by the date indicated in the solicitation.

*{End of Appendices}*

## **1.0 INTRODUCTION**

### **1.1 County of Los Angeles Workforce Development, Aging and Community Services**

1.1.1 County of Los Angeles through its department of Workforce Development, Aging and Community Services (“County” or “WDACS”) is committed to providing services which have positive impacts on the lives of the citizens of Los Angeles County. WDACS investigates claims of the abuse of senior and disabled populations and provides emergency shelter beds to these victims of abuse and neglect through its Adult Protective Services Program. WDACS provides employment and training services to adults and youth and works with employers in times of hiring and downsizing through its Workforce Innovations and Opportunity Act Programs. WDACS offers mediation services to avoid court filings through its Dispute Resolution Program. WDACS provides supportive services for a wide range of issues and activities impacting people of American Indian ancestry through its Community Services American Indian Block Grant Program. WDACS seeks to improve human relations by developing and strengthening delivery systems of technical assistance and resources Countywide through its Human Relations Commission. And, WDACS provides nutrition, supportive and other life-enhancing services to seniors/older individuals through its Area Agency on Aging Programs.

### **1.2 County of Los Angeles Area Agency on Aging**

- 1.2.1 The [Older Americans Act of 1965 \(“OAA”\)](#) authorizes the State of California through its Department of Aging, California Department of Aging (“CDA” or “State”), to divide the State of California into distinct planning and service areas in order to engage in the planning and provision of a broad range of supportive services, nutrition services, adult protective services and long-term care services within such planning and service areas. As such, the geographic boundaries of Los Angeles County (excluding the City of Los Angeles) have been designated by the State as Planning and Service Area 19 (“PSA 19”). The OAA also authorizes the State to designate local area agencies on aging to help carry out the objectives of the OAA within each PSA. As such, in 1975, CDA established County of Los Angeles through its department of Workforce Development, Aging and Community Services as an Area Agency on Aging (“AAA”) for PSA 19.
- 1.2.2 WDACS carries out its mission to provide services through our AAA Programs to serve residents within the geographical boundaries of Los Angeles County (excluding the City of Los Angeles) by identifying the unmet needs of older adults and functionally-impaired



adults in PSA 19 as well as planning, coordinating and implementing programs that promote the health, dignity and well-being of this population. The mission of County of Los Angeles AAA is to stimulate progress towards the creation of a home and community-based long-term care system that maximizes consumer independence and dignity and is responsive and accessible to Los Angeles County's diverse population of older adults and functionally-impaired adults, as well as their families.

### **1.3 Overview of Family Caregiver Support Program Services**

1.3.1 As part of the AAA Programs, County uses funds designated for its Family Caregiver Support Program to provide information, assistance, training services and related services to caregivers residing in Los Angeles County (excluding the City of Los Angeles). Family Caregiver Support Program Services (where "Services" are defined in Appendix B (Statement of Work)) consist of two (2) primary Program Services: Family Caregiver Support Program Services ("FCSP Services") and Family Caregiver Support Program Grandparent/Relative Services ("FCSP GR Services"). Both FCSP and FCSP GR provide the same categories of Services and Service Details as identified below.

#### **1.3.2 FCSP Service Categories**

##### **1.3.2.1 Information Services**

1.3.2.1.1 Public Information Activities on Caregiving

1.3.2.1.2 Community Education Activities on Caregiving

##### **1.3.2.2 Support Services**

1.3.2.2.1 Caregiver Assessment

1.3.2.2.2 Caregiver Case Management

1.3.2.2.3 Caregiver Counseling

1.3.2.2.4 Caregiver Support Group

1.3.2.2.5 Caregiver Training

##### **1.3.2.3 Respite Care Services**

1.3.2.3.1 Caregiver Respite In-Home Supervision

1.3.2.3.2 Caregiver Respite Homemaker Assistance

1.3.2.3.3 Caregiver Respite In-Home Personal Care

1.3.2.3.4 Caregiver Respite Home Chore

1.3.2.3.5 Caregiver Respite Out-of-Home Day Care

**1.3.2.4 Supplemental Services**

1.3.2.4.1 Assistive Devices for Caregiving

1.3.2.4.2 Home Adaptations for Caregiving

1.3.2.4.3 Caregiving Services Registry

1.3.2.4.4 Caregiving Emergency Cash/Material Aid

**1.3.2.5 Access Assistance Services**

1.3.2.5.1 Caregiver Outreach Contacts

**1.3.3 FCSP GR Service Categories**

**1.3.3.1 Information Services**

1.3.3.1.1 Public Information Activities on Caregiving

1.3.3.1.2 Community Education Activities on Caregiving

**1.3.3.2 Support Services**

1.3.3.2.1 Caregiver Assessment

1.3.3.2.2 Caregiver Case Management

1.3.3.2.3 Caregiver Counseling

1.3.3.2.4 Caregiver Support Group

1.3.3.2.5 Caregiver Training

**1.3.3.3 Respite Care Services**

1.3.3.3.1 Caregiver Respite In-Home Supervision

1.3.3.3.2 Caregiver Respite Homemaker Assistance

1.3.3.3.3 Caregiver Respite In-Home Personal Care

1.3.3.3.4 Caregiver Respite Home Chore

1.3.3.3.5 Caregiver Respite Out-of-Home Day Care

**1.3.3.4 Supplemental Services**

1.3.3.4.1 Assistive Devices for Caregiving

1.3.3.4.2 Home Adaptations for Caregiving

1.3.3.4.3 Caregiving Services Registry

1.3.3.4.4 Caregiving Emergency Cash/Material Aid

**1.3.3.5 Access Assistance Services**

1.3.3.5.1 Caregiver Outreach Contacts

**1.4 Los Angeles County Regions**

**1.4.1 Regions**

1.4.1.1 For purposes of tracking Service delivery, County has established geographical boundaries within PSA 19 which are based on zip codes ("Los Angeles County Region(s)"). These Regions are identified as follows:

1.4.1.1.1 Antelope Valley Region

1.4.1.1.2 Central Los Angeles Region

1.4.1.1.3 Gateway Cities Region

1.4.1.1.4 San Fernando Valley Region

1.4.1.1.5 San Gabriel Valley Region

1.4.1.1.6 Santa Clarita Valley Region

1.4.1.1.7 South Bay Region

1.4.1.1.8 Westside Cities Region

1.4.1.2 FCSP Services will be provided for the Regions as follows:

1.4.1.2.1 Antelope Valley Region (which includes Services for Santa Clarita Valley Region and San Fernando Valley Region)

1.4.1.2.2 Gateway Cities Region (which includes Services for Central Los Angeles Region)

1.4.1.2.3 San Gabriel Valley Region

1.4.1.2.4 South Bay Region (which includes Services for Westside Cities Region)

1.4.1.3 FCSP GR Services will be provided for all Regions/Countywide (i.e., all the Regions listed in [Subparagraph 1.4.1.1](#)).

1.4.2 Maps reflecting the geographical boundaries of each Region are provided in Appendix Q (County of Los Angeles Regions).

## **1.5 Request for Proposals for FCSP Services and FCSP GR Services**

1.5.1 County seeks to partner with qualified organizations to provide the FCSP Services and FCSP GR Services throughout Los Angeles County, excluding the City of Los Angeles. As such, County is issuing this Request for Proposals (“RFP”) to solicit responses (“proposals”) from qualified organizations that can provide these Services in accordance with all applicable Federal, State and local [laws, regulations and guidance](#).

### **1.5.2 Provide FCSP Services for a Region**

1.5.2.1 When submitting a proposal for FCSP Services, Proposer must demonstrate its ability to provide FCSP Services for a Region that is listed in [Subparagraph 1.4.1.2](#) (i.e., Antelope Valley Region, Gateway Cities Region, San Gabriel Valley Region or South Bay Region). Proposals will not be accepted for the provision of Services for portions of any of these Regions (e.g., proposals will not be accepted for Service delivery to Central Los Angeles Region only).

### **1.5.3 Provide FCSP GR Services for All Regions**

1.5.3.1 When submitting a proposal for FCSP GR Services, Proposer must demonstrate its ability to provide FCSP GR Services for all Regions (i.e., Countywide). Proposals will not be accepted for the provision of Services for portions of the County (e.g., proposals will not be accepted for Service delivery to Antelope Valley Region only).

### **1.5.4 Anticipated Subaward Term/Period of Performance**

1.5.4.1 The term of the resulting Subawards are anticipated to be four (4) years, commencing on July 1, 2017 and continuing through June 30, 2021 following County of Los Angeles

Board of Supervisors' ("Board of Supervisors") approval. As such, County is seeking responses from qualified Proposers who can demonstrate their ability to continually provide FCSP Services for a Region that is listed in [Subparagraph 1.4.1.2](#) beginning July 1, 2017 and ending June 30, 2021. County is also seeking responses from qualified Proposers who can demonstrate their ability to continually provide FCSP GR Services for all Regions.

#### **1.5.5 Determination of Proposed Cost**

- 1.5.5.1 Proposer shall submit its proposed cost for each Service Category and Service Detail identified in [Subparagraph 1.3 \(Overview of Family Caregiver Support Program Services\)](#) to be provided for a Region that is listed in [Subparagraph 1.4.1.2](#) for FCSP Services or for all Regions for FCSP GR Services throughout the anticipated Subaward term.
- 1.5.5.2 Proposer shall factor in all cost elements when determining its proposed unit rates. Some of these elements may include, but are not limited to the following: personnel, equipment, space, etc. Proposer shall determine its rates with the understanding that the rates are intended to be fixed (i.e., remain the same) for the entirety of the four-year Subaward term.

#### **1.5.6 Granting of Subaward(s)**

- 1.5.6.1 County anticipates granting a Subaward for FCSP Services to one (1) successful Proposer for a Region for the agreed-upon Services.
- 1.5.6.2 County anticipates granting a Subaward for FCSP GR Services to one (1) successful Proposer for the agreed-upon Services to be provided for all Regions.

#### **1.5.7 Collaboration Efforts with Lower Tier Subrecipient(s)**

- 1.5.7.1 In order to ensure continuity in Service delivery and provide Services to Clients, Proposer may enter into a lower-tier subaward(s) with other business partners, agencies, consortiums, vendors, etc. (see Appendix A (Sample Subaward), Subparagraph 8.40 (Lower Tier Subaward)).
- 1.5.7.2 Information about Proposer's lower tier subaward efforts shall be reflected in Appendix D (Required Forms and

Documentation), Part I (Required Forms), Exhibit 21 (Proposed List of Lower Tier Subawards).

## **1.6 Overview of the Proposal Process**

### **1.6.1 Preparation of the Proposal**

1.6.1.1 As further described in [Paragraph 7.0 \(Proposal Submission Requirements\)](#), Proposer shall prepare its proposal using the requirements outlined in this RFP document.

1.6.1.2 The proposal for FCSP Services shall be submitted for a Region that is listed in [Subparagraph 1.4.1.2](#) that Proposer desires to serve. If Proposer desires to serve more than one (1) Region then Proposer shall submit a separate proposal for each desired Region (by following the requirements outlined in this RFP document for the preparation and submission of the proposal). The FCSP Services proposal is separate from and shall not be combined with the FCSP GR Services proposal.

1.6.1.3 The proposal for FCSP GR Services shall be submitted for all Regions (without exception). The FCSP GR Services proposal is separate from and shall not be combined with the FCSP Services proposal.

1.6.1.4 Proposer shall ensure that it addresses all of the elements that are required to be included in its proposal and submits its proposal by the final proposal due date and time.

### **1.6.2 Evaluation of the Proposal**

1.6.2.1 As further described in [Paragraph 8.0 \(Selection Process and Evaluation Criteria\)](#), the proposal will be reviewed and evaluated in three (3) phases: Minimum Mandatory Qualifications Review (i.e., pass/fail review); Business Proposal Evaluation; and, Cost Proposal Evaluation.

1.6.2.2 Proposals for FCSP Services will be evaluated based on the Region to be served. For example, all proposals submitted for the Antelope Valley Region (which also includes Santa Clarita Valley and San Fernando Valley) will be evaluated in relation to County's need for Program Services in the Antelope Valley Region.

- 1.6.2.3 Proposals for FCSP GR Services will be evaluated in relation to County's need for Program Services in all Regions.

### **1.6.3 Selection of Successful Proposals and Subaward Protocols**

- 1.6.3.1 As further described in [Paragraph 8.0 \(Selection Process and Evaluation Criteria\)](#), through this RFP process, County intends to grant Subawards to successful Proposers who can demonstrate that they meet the qualifications, standards and capacity requirements outlined in this solicitation document and can provide Services to Clients pursuant to the requirements outlined in Appendix B (Statement of Work). Altogether, County anticipates granting five (5) Subawards as follows:

- 1.6.3.1.1 FCSP Services: a Subaward will be granted to one (1) successful Proposer for a Region that is listed in [Subparagraph 1.4.1.2](#) for the agreed-upon Services.

- 1.6.3.1.2 FCSP GR Services: a Subaward will be granted to one (1) successful Proposer for the agreed-upon Services to be provided for all Regions.

## **1.7 Definition of Key Terms**

- 1.7.1 Key terms that are used throughout this document (including its Appendices) have been defined in Appendix A (Sample Subaward), Exhibit P (Definitions), unless otherwise stated.
- 1.7.2 Titles, captions and headings contained in this solicitation are inserted as a matter of convenience and for reference and are not intended and shall not be deemed or construed to define, limit, extend or otherwise describe the scope or any provision of this solicitation.
- 1.7.3 For purposes of this RFP, the term Proposer is used to identify any person, entity or organization which submits a proposal in response to this solicitation. As such, while the information provided in this RFP is intended primarily for Proposer, potential Proposers are highly encouraged to review this solicitation document as well.
- 1.7.4 For purposes of this RFP, the term Client is used to identify an individual who meets the eligibility requirements outlined in Appendix B (Statement of Work), Subsection 1.5 (Eligibility), receives Program

Services and is counted only once (unduplicated) when determining the total number of unduplicated Clients.

1.7.5 For purposes of this RFP, the term Subrecipient shall refer to Proposer who submits a proposal in response to this solicitation, successfully passes County's evaluation process, is selected by County to receive a Subaward (contingent upon approval by the Board of Supervisors) and is expected to ultimately sign/execute the resulting Subaward.

**1.7.6 Usage of Specific Terms Pursuant to Federal and County Regulations**

1.7.6.1 In order to comply with the requirements of [Title 2 Code of Federal Regulations Part 200](#) and [Title 45 Code of Federal Regulations Part 75](#), specific terms are used to refer to the resulting agreement which is identified as the "Subaward" (i.e., Appendix A (Sample Subaward)), the party to that agreement who is identified as "Subrecipient", a third-party agreement which is identified as the "Lower Tier Subaward" and a third-party who is identified as a "Lower Tier Subrecipient".

1.7.6.2 In order to comply with County of Los Angeles codes/statutes and Board of Supervisors policies/mandates, several County of Los Angeles specific terms are also used to refer to the resulting agreement which is identified as the "Contract" (i.e., Appendix A (Sample Subaward)), the party to that agreement who is identified as "Contractor", a third-party agreement which is identified as the "Subcontract" and a third-party who is identified as a "Subcontractor".

1.7.6.3 In all cases, when the terms Subaward, Subrecipient, Lower Tier Subaward, Lower Tier Subrecipient, Contract, Contractor, Subcontract and Subcontractor are used then these shall have the meanings provided respectively herein and as noted in Appendix A (Sample Subaward), Exhibit P (Definitions).

**2.0 PURPOSE: SUBAWARDS FOR FAMILY CAREGIVER SUPPORT PROGRAM SERVICES AND FAMILY CAREGIVER SUPPORT PROGRAM GRANDPARENT/RELATIVE SERVICES**

**2.1 Sample Subaward: County Terms and Conditions**

2.1.1 Subrecipient shall be expected to implement the requirements outlined in Appendix A (Sample Subaward). The proposal submitted



in response to this solicitation shall be made a part of the resulting Subaward when Proposer is selected and recommended to receive a Subaward.

## **2.1.2 Summary of Program Statutes and Guidelines**

2.1.2.1 Proposer's proposal and any Subaward which may result from this solicitation will be required to adhere to all of the following Program statutes and guidelines: [Older Americans Act](#) (Title 42 United States Code Sections 3001 et seq.); [Title 2 Code of Federal Regulations Part 200](#) and [Title 45 Code of Federal Regulations Part 75](#); [Title 45 Code of Federal Regulations Part 1321 et seq.](#); [Older Californians Act](#) (Welfare and Institutions Code Section 955, Division 8.5); [Title 22 California Code of Regulations Section 7000 et seq.](#); current and future releases of [CDA Program Memoranda](#); and, [WDACS Program memoranda/directives](#).

## **2.1.3 Anticipated Subaward Term**

2.1.3.1 The Subaward term is anticipated to be for a period of four (4) years and it is expected to commence on July 1, 2017 and continue through June 30, 2021 following Board of Supervisors' approval.

## **2.1.4 Subaward Rates**

2.1.4.1 Subrecipient's rates shall remain firm and fixed for the term of the Subaward and such term shall include any extensions exercised by County. These rates represent Subrecipient's true, actual and supported costs which are incurred solely for providing Services under the Subaward. Such true/actual costs are those costs which are net of any applicable credits including, but not limited to, discounts, refunds, adjustments, rebates, allowances, etc. and are inclusive of any taxes, delivery/shipping charges, etc. County shall reimburse Subrecipient for supplying the Services as set forth in the Subaward.

## **2.1.5 Days of Operation**

2.1.5.1 Subrecipient's office shall be open for business a minimum of five (5) days a week and eight (8) hours each day, Monday through Friday between the hours of 8:00 a.m. through 5:00 p.m. Subrecipient's staff shall be available during these days and hours of operation.

2.1.5.2 Subrecipient shall be required to provide FCSP Services or FCSP GR Services a minimum of five (5) days per week. Subrecipient is not required to provide Services on County recognized holidays. County's Contract Manager will provide a list of County holidays to Subrecipient at the time the Subaward is approved, and thereafter when updates are made to this list.

## **2.1.6 Indemnification and Insurance**

2.1.6.1 Subrecipient shall be required to comply with the indemnification provisions contained in Appendix A (Sample Subaward), Subparagraph 8.23 (Indemnification). Subrecipient shall procure, maintain and provide to County proof of insurance coverage for all the programs of insurance along with associated amounts specified in Appendix A (Sample Subaward), Subparagraphs 8.24 (General Provisions for all Insurance Coverage) and 8.25 (Insurance Coverage).

## **2.1.7 Health Insurance Portability and Accountability Act of 1996**

2.1.7.1 Subrecipient shall be required to comply with the Administrative Simplification requirements of the Federal Health Insurance Portability and Accountability Act of 1996 ("HIPAA") as in effect and as may be amended. For further information, refer to Appendix A (Sample Subaward), Exhibit N (Business Associate Agreement Under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA")).

## **2.2 Statement of Work**

2.2.1 Proposer shall implement the requirements outlined in Appendix B (Statement of Work) and Appendix C (Statement of Work Exhibits) if selected to receive a Subaward.

## **2.2.2 FCSP and FSCP GR Service Delivery**

### **2.2.2.1 Estimated Funding and Availability of FCSP and FSCP GR Monies**

2.2.2.1.1 County estimates that the total annual funding for FCSP Services is approximately \$1,234,800 and this amount will potentially be distributed to each Region as follows:

- 2.2.2.1.1.1 Antelope Valley Region: \$70,200; Santa Clarita Valley Region: \$28,700; and, San Fernando Valley Region: \$83,100
- 2.2.2.1.1.2 Gateway Cities Region: \$428,500; and, Central Los Angeles Region: \$12,000
- 2.2.2.1.1.3 San Gabriel Valley Region: \$399,900
- 2.2.2.1.1.4 South Bay Region: \$132,600; and, Westside Cities: \$79,800
- 2.2.2.1.2 County estimates that the total annual funding for FCSP GR Services is approximately \$137,200 and this amount will potentially be available to provide Services for all Regions.
- 2.2.2.1.3 Funding for these Program Services is made available from the OAA Title III E (National Family Caregiver Support Program) and may also include additional funding from local resources. Such monies are contingent upon the availability of Federal, State and local funds, and Subawards may be granted for amounts that are more or less than the amounts proposed by Proposers.

### **3.0 PROPOSER'S MINIMUM MANDATORY QUALIFICATIONS**

#### **3.1 Information for Interested and Qualified Proposers**

- 3.1.1 Interested and qualified Proposers that can demonstrate their ability and qualifications to successfully provide the required Services outlined in Appendix B (Statement of Work) are invited to submit a proposal for FCSP Services for a Region that is listed in [Subparagraph 1.4.1.2](#), FCSP GR Services for all Regions or both provided that Proposers can meet all of the Minimum Mandatory Qualifications outlined herein.
- 3.1.2 All of the Minimum Mandatory Qualifications outlined herein are applicable for both FCSP Services and FCSP GR Services (i.e., FCSP Services and FCSP GR Services have the same Minimum Mandatory Qualifications). Whichever Program Services that Proposer submits a proposal for shall be reviewed and evaluated

using these Minimum Mandatory Qualifications outlined herein and as further detailed in [Subparagraph 7.9.1 \(Minimum Mandatory Qualifications Format\)](#).

### **3.2 Minimum Mandatory Qualifications FCSP Services and FCSP GR Services**

#### **3.2.1 Proposer's Organization**

3.2.1.1 As detailed in [Subparagraph 7.9.1.4 \(Section A \(Proposer's Organization\)\)](#), Proposer shall have the completed and signed Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 1 (Proposer's Organization Questionnaire, Affidavit and Community Business Enterprise Information), acknowledging and certifying that it has met and will comply with all of the Minimum Mandatory Qualifications listed herein for the Program Services, and Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 12 (Certification of Independent Price Determination and Acknowledgement of Request for Proposal Restrictions).

3.2.1.2 Proposer's organization must be classified as one (1) of the following: public/government entity, nonprofit organization or joint powers authority.

3.2.1.3 Proposer shall provide the information stated in [Subparagraph 7.9.1.4 \(Section A \(Proposer's Organization\)\)](#) as part of its proposal in order to demonstrate that it meets the requirements stated herein.

#### **3.2.2 Proposer's Background and Experience**

3.2.2.1 As detailed in [Subparagraph 7.9.1.5 \(Section B \(Proposer's Background and Experience\)\)](#), Proposer shall have a minimum of five (5) consecutive years of experience, obtained within the past ten (10) years, providing Program Services to Clients in Los Angeles County (or providing services which are substantially similar to those stated in Appendix B (Statement of Work), Section 10.0 (Specific Work Requirements)).

3.2.2.2 Proposer shall provide the information stated in [Subparagraph 7.9.1.5 \(Section B \(Proposer's Background and Experience\)\)](#) as part of its proposal in order to demonstrate that it meets the requirements stated herein.

### **3.2.3 Proposer's Staffing**

- 3.2.3.1 As detailed in [Subparagraph 7.9.1.6 \(Section C \(Proposer's Staffing\)\)](#), Proposer must currently have the following mandatory staff who meet all the requirements listed in Appendix B (Statement of Work) for the Program Services: Project Manager, Project Supervisor, Case Manager and Caregiver Support Group Facilitator.
- 3.2.3.2 Proposer shall provide the information stated in [Subparagraph 7.9.1.6 \(Section C \(Proposer's Staffing\)\)](#) as part of its proposal in order to demonstrate that it meets the requirements stated herein.

### **3.2.4 Proposer's Cost Allocation Plan**

- 3.2.4.1 As detailed in [Subparagraph 7.9.1.7 \(Section D \(Proposer's Cost Allocation Plan\)\)](#), Proposer shall provide a cost allocation plan narrative which describes Proposer's method for allocating shared costs where such method adheres to the requirements outlined in the following: Office of Management and Budget Uniform Administrative Requirements for Federal grants; Appendix A (Sample Contract), Exhibit Q (Accounting, Administration and Reporting Requirements); and, Appendix P (Cost Allocation and Indirect Cost Requirements). This narrative must demonstrate Proposer's ability to allocate costs using the methodology that is described.
- 3.2.4.2 Proposer shall provide the information stated in [Subparagraph 7.9.1.7 \(Section D \(Proposer's Cost Allocation Plan\)\)](#) as part of its proposal in order to demonstrate that it meets the requirements stated herein.

## **3.3 County's Review of Minimum Mandatory Qualifications**

- 3.3.1 In order to determine whether Proposer meets the Minimum Mandatory Qualifications, County will review the information and documentation that Proposer submits to evidence that it meets all of the Minimum Mandatory Qualifications for the Program Services listed herein. County will conduct this review in order to determine whether or not the proposal will be evaluated for scoring. If County determines that Proposer has failed to meet all of the Minimum Mandatory Qualifications for the Program Services listed herein at the time that the proposal is submitted, County will immediately reject the proposal as non-responsive. County will issue Proposer a notification indicating that its proposal has been disqualified and

Proposer will be given the option to pick-up its proposal from County's office within the timeframe and manner designated by County (i.e., when Proposer submits information/documentation which demonstrates that Proposer does not meet all of the Minimum Mandatory Qualifications for the Program Services, the proposal will not be evaluated for scoring).

#### **4.0 COUNTY'S RIGHTS AND RESPONSIBILITIES**

##### **4.1 Representations Made Prior to Subaward Execution**

- 4.1.1 County is not responsible for representations made by any of its officers or employees prior to the execution of a Subaward unless such understanding or representation is included in a Subaward.

##### **4.2 Final Subaward by the Board of Supervisors**

- 4.2.1 Notwithstanding a recommendation of County, agency, individual, or other, the Board of Supervisors retains the right to exercise its judgment concerning the selection of a proposal and the terms of any resultant agreement, and to determine which proposal best serves the interests of County. The Board of Supervisors is the ultimate decision making body and makes the final determinations necessary to arrive at a decision to grant, or not grant, a Subaward.

##### **4.3 County's Option to Reject Proposals**

- 4.3.1 Proposer is hereby advised that this RFP is a solicitation for proposals only, and is not intended, and is not to be construed as, an offer to enter into a Subaward. County may, at its sole discretion, reject any or all proposals submitted in response to this RFP or may, in its sole discretion, reject all proposals and cancel this RFP in its entirety or County may cancel any portion of this RFP which serves the best interests of County.
- 4.3.2 County shall not be liable for any costs incurred by Proposer in connection with the preparation and submission of any proposal.
- 4.3.3 County reserves the right to waive inconsequential disparities or any informalities in a proposal if the sum and substance of the proposal is present.

##### **4.4 County's Right to Amend Request for Proposals**

- 4.4.1 County has the unlimited right to amend this RFP by written addendum at any time before the final proposal due date and time. County is responsible only for that which is expressly stated in this solicitation document and any authorized written addendum thereto.

Such addendum shall be made available to each person or organization which County records indicate has received this RFP. Should such addendum require additional information not previously requested, Proposer's failure to address the requirements of such addendum may result in its proposal being found non-responsive and not being considered, as determined in the sole discretion of County. County is not responsible for and shall not be bound by any representations otherwise made by any individual acting or purporting to act on its behalf.

#### **4.5 Background and Security Investigations**

- 4.5.1 Background and security investigations of Proposer's staff may be required at the discretion of County as a condition of beginning and continuing work under the Subaward. The cost of background checks is the responsibility of Proposer.

#### **4.6 County's Quality Assurance Plan**

- 4.6.1 After commencement of a Subaward, County or its agent will evaluate Subrecipient's performance under the Subaward on a periodic basis. Such evaluation will include assessing Subrecipient's compliance with all terms in the Subaward and performance standards identified in Appendix B (Statement of Work). Subrecipient's deficiencies which County determines are severe, continuing or that may jeopardize performance of the Subaward may be reported to the Board of Supervisors. The report will include improvement/corrective action measures taken by County and Subrecipient. If improvement does not occur consistent with the corrective action measures, County may terminate the Subaward in whole or in part, or impose other penalties as specified in the Subaward.

#### **4.7 Subaward Requirements for Payment and Performance Guaranties**

- 4.7.1 Throughout the entire term of the Subaward, including the original term and any renewals or extensions thereto, County, at its sole discretion, reserves the right to require Subrecipient to provide a Payment Guaranty, a Performance Guaranty or both in the amount and form as directed by County.
  - 4.7.1.1 Payment Guaranty: Subrecipient's surety/guarantee to County that Subrecipient shall meet its obligations to faithfully pay its Lower Tier Subrecipient(s) in a manner that is timely, satisfactory and acceptable to County, as determined by County at its sole discretion. The purpose of the Payment Guaranty is to provide all Lower Tier

Subrecipients who supply labor, materials, services, etc. to Subrecipient a recourse if they do not get paid by Subrecipient. In such case, the Payment Guaranty allows Lower Tier Subrecipient to file a claim with the surety company that issued the Guaranty in the event that Subrecipient does not reimburse the Lower Tier Subrecipient for goods and/or services provided by Lower Tier Subrecipient.

4.7.1.2 Performance Guaranty: Subrecipient's surety/guarantee to County that Subrecipient shall meet its obligations to perform the terms and conditions of the Subaward. The purpose of the Performance Guaranty is to provide County a recourse to recover monies reimbursed to Subrecipient which would otherwise be lost due to Subrecipient's actions.

4.7.2 County will determine whether Subrecipient will be required to obtain a Guaranty(ies) when Subrecipient's performance under the Subaward reveals potential liability to County in an aggregate amount of \$25,000 or more resulting from, but not limited to, the following incidents: disallowed costs, unsubstantiated costs, non-payment of vendors, etc.

4.7.3 The costs to implement and maintain the Guaranty(ies) may be allowable under the terms of the Subaward; however, no additional funding will be added to the Subaward Sums to pay for those costs.

4.7.4 Refer to Appendix A (Sample Subaward), Subparagraph 9.19 (Payment and Performance Guaranties) for additional information on the requirements for these Guaranties.

## **5.0 PROPOSER'S REQUIREMENTS AND CERTIFICATIONS**

### **5.1 Standard County Provisions**

5.1.1 The provisions contained herein specify requirements that Proposer shall adhere to during the solicitation process and certifications that Subrecipient will be required to comply with upon commencement of the Subaward.

### **5.2 Notice to Proposers Concerning the Public Records Act**

5.2.1 Responses to this solicitation shall become the exclusive property of County. Absent extraordinary circumstances, the recommended Proposer's proposal will become a matter of public record when the following occur: 1) Subaward negotiations are complete; 2) WDACS receives a letter from the recommended Proposer's Authorized



Representative indicating that the negotiated Subaward is the firm offer of the recommended Proposer; and, 3) WDACS releases a copy of the recommended Proposer's proposal in response to a Notice of Intent to Request a Proposed Contractor Selection Review under Board of Supervisors Policy No. 5.055 (Services Contract Solicitation Protest).

- 5.2.2 Notwithstanding the above, absent extraordinary circumstances, all proposals will become a matter of public record when County's recommended Proposer appears on the Board of Supervisors' agenda.
- 5.2.3 Exceptions to disclosure are those parts or portions of the proposal that are justifiably defined as business or trade secrets, and plainly marked by Proposer as "Trade Secret", "Confidential" or "Proprietary".
- 5.2.4 County shall not, in any way, be liable or responsible for the disclosure of any such record or any parts thereof, if disclosure is required or permitted under the California Public Records Act or otherwise by law. A blanket statement of confidentiality or the marking of each page of the proposal as confidential shall not be deemed sufficient notice of exception. Proposer must specifically label only those provisions of its proposal which are "Trade Secret", "Confidential" or "Proprietary" in nature.
- 5.2.5 In the event that County is required to defend an action on a Public Records Act request for any of the aforementioned documents, information, books, records, and/or contents of a proposal marked "Trade Secret", "Confidential" or "Proprietary", Proposer agrees to defend and indemnify County from all costs and expenses, including reasonable attorneys' fees, incurred in connection with any action, proceeding or liability arising in connection with the Public Records Act request.

### **5.3 Contact with County Personnel**

- 5.3.1 All contact regarding this RFP or any matter relating thereto must be in writing and shall be either e-mailed or mailed using the following information (please use only one (1) of these methods to contact County):

**E-mail Address:**

[aaarfp@wdacs.lacounty.gov](mailto:aaarfp@wdacs.lacounty.gov)

**Postal Address:**

County of Los Angeles

Workforce Development, Aging and Community Services  
Contracts Management Division  
Attention: AAA-FCSP-1721 RFP  
3175 West 6<sup>th</sup> Street, Room 403  
Los Angeles, CA 90020-1708

- 5.3.2 Proposer shall not contact any County personnel as it relates to any aspect of this solicitation. All contact shall only be conducted using the information provided in Subparagraph 5.3.1. If it is discovered that Proposer contacted and/or received information from any County personnel regarding this solicitation, County, in its sole determination, may disqualify Proposer's proposal from further consideration.

#### **5.4 Mandatory Requirement to Register on County's WebVen**

- 5.4.1 Proposer must register on County's WebVen. The WebVen contains the vendor's business profile and identifies the goods/services the vendor provides. Proposer can register on-line at <http://camisvr.co.la.ca.us/webven/>.

#### **5.5 Protest Policy Review Process**

- 5.5.1 In accordance with Board of Supervisors Policy No. 5.055 (Services Contract Solicitation Protest), prospective Proposer may request a review of the requirements under a solicitation for a Board of Supervisors-approved services contract, as described in [Subparagraph 5.5.3 \(Grounds for Review\)](#). Additionally, any actual Proposer may request a review of a disqualification or of a proposed Subaward under such a solicitation, as described respectively in [Subparagraph 5.5.3 \(Grounds for Review\)](#). It is the responsibility of Proposer challenging the decision of WDACS to demonstrate that WDACS committed a sufficiently material error in the solicitation process to justify invalidation of a proposed Subaward.

- 5.5.2 Throughout the review process, County has no obligation to delay or otherwise postpone granting of the Subaward based on a Proposer protest. In all cases, County reserves the right to recommend an award when it is determined to be in the best interest of the County of Los Angeles to do so.

##### **5.5.3 Grounds for Review**

- 5.5.3.1 Unless State or Federal statutes or regulations provide otherwise, the grounds for review of a solicitation for a Board-approved services contract provided for in accordance with Board of Supervisors Policy No. 5.055

(Services Contract Solicitation Protest) are limited to the following:

- 5.5.3.1.1 Review of the solicitation requirements (reference [Subparagraph 7.4 \(Solicitation Requirements Review\)](#))
- 5.5.3.1.2 Review of a disqualified proposal (reference [Subparagraph 8.3 \(Disqualification Review\)](#))
- 5.5.3.1.3 Review of proposed Contractor selection (reference Subparagraphs [8.7.2 \(Proposed Contractor Selection Review\)](#) and [8.7.3 \(County Independent Review\)](#))

## **5.6 Injury and Illness Prevention Program**

- 5.6.1 Subrecipient shall be required to comply with the State of California's Cal OSHA regulations. Title 8 California Code of Regulations Section 3203 requires all California employers to have a written, effective Injury and Illness Prevention Program ("IIPP") that addresses hazards pertaining to the particular workplace covered by the program.

## **5.7 Confidentiality and Independent Contractor Status**

- 5.7.1 As appropriate, Subrecipient shall comply with the confidentiality and the independent contractor status provisions contained in Appendix A (Sample Subaward), Subparagraph 7.6 (Confidentiality) and Subparagraph 8.22 (Independent Contractor Status), respectively.

## **5.8 Conflict of Interest**

- 5.8.1 No County employee whose position in County enables him/her to influence the selection of a Subrecipient for this RFP or any competing RFP, nor any spouse or economic dependent of such employee, shall be employed in any capacity by Proposer or have any other direct or indirect financial interest in the selection of Subrecipient. Proposer shall certify that it is aware of and has read the Los Angeles County Code Section 2.180.010 as stated in Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 5 (Certification of No Conflict of Interest).

## **5.9 Determination of Proposer Responsibility**

- 5.9.1 A responsible Proposer is a Proposer who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the Subaward. It is County's

policy to conduct business only with responsible Proposers who are successful in the evaluation process and are granted the Subaward.

- 5.9.2 Proposer is hereby notified that, in accordance with Los Angeles County Code Chapter 2.202 (Determinations of Contractor Non-Responsibility and Contractor Debarment), County may determine whether Proposer is responsible based on a review of Proposer's performance on any contracts, including but not limited to County contracts. Particular attention will be given to violations of labor laws related to employee compensation and benefits, and evidence of false claims made by Proposer against public entities. Labor law violations which are the fault of Lower Tier Subrecipients (that is, Subcontractors) and of which Proposer had no knowledge shall not be the basis of a determination that Proposer is not responsible.
- 5.9.3 County may declare Proposer to be non-responsible for purposes of this solicitation if the Board of Supervisors, in its discretion, finds that Proposer has done any of the following: 1) violated a term of a contract with County or a nonprofit corporation created by County; 2) committed an act or omission which negatively reflects on Proposer's quality, fitness or capacity to perform a contract with County, any other public entity, or a nonprofit corporation created by County, or engaged in a pattern or practice which negatively reflects on same; 3) committed an act or omission which indicates a lack of business integrity or business honesty; or 4) made or submitted a false claim against County or any other public entity.
- 5.9.4 If there is evidence that the apparent highest ranked Proposer may not be responsible, WDACS shall notify Proposer in writing of the evidence relating to Proposer's responsibility and its intention to recommend to the Board of Supervisors that Proposer be found not responsible. WDACS shall provide Proposer and/or Proposer's Authorized Representative with an opportunity to present evidence as to why Proposer should be found to be responsible and to rebut evidence which is the basis for WDACS' recommendation.
- 5.9.5 If Proposer presents evidence in rebuttal to WDACS, WDACS shall evaluate the merits of such evidence, and based on that evaluation, WDACS shall make a recommendation to the Board of Supervisors. The final decision concerning the responsibility of Proposer shall reside with the Board of Supervisors.
- 5.9.6 These terms shall also apply to proposed Subcontractors of Proposers on County contracts.

## 5.10 Proposer Debarment

5.10.1 Proposer is hereby notified that, in accordance with Los Angeles County Code Chapter 2.202 (Determinations of Contractor Non-Responsibility and Contractor Debarment), County may debar Proposer from bidding or proposing on, or being awarded, and/or performing work on other County contracts for a specified period of time, which generally will not exceed five (5) years but may exceed five (5) years or be permanent if warranted by the circumstances, and County may terminate any or all of Proposer's existing contracts with County, if the Board of Supervisors finds, in its discretion, that Proposer has done any of the following: 1) violated a term of a contract with County or a nonprofit corporation created by County; 2) committed an act or omission which negatively reflects on Proposer's quality, fitness or capacity to perform a contract with County, any other public entity, or a nonprofit corporation created by County, or engaged in a pattern or practice which negatively reflects on same; 3) committed an act or offense which indicates a lack of business integrity or business honesty; or 4) made or submitted a false claim against County or any other public entity.

5.10.2 If there is evidence that the apparent highest ranked Proposer may be subject to debarment, WDACS shall notify Proposer in writing of the evidence which is the basis for the proposed debarment, and shall advise Proposer of the scheduled date for a debarment hearing before the Contractor Hearing Board.

5.10.3 The Contractor Hearing Board shall conduct a hearing where evidence on the proposed debarment is presented. Proposer and/or Proposer's Authorized Representative shall be given an opportunity to submit evidence at that hearing. After the hearing, the Contractor Hearing Board shall prepare a tentative proposed decision, which shall contain a recommendation regarding whether Proposer should be debarred, and, if so, the appropriate length of time of the debarment. Proposer and WDACS shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board of Supervisors.

5.10.4 After consideration of any objections, or if no objections are received, a record of the hearing, the proposed decision and any other recommendation of the Contractor Hearing Board shall be presented to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny or adopt the proposed decision and recommendation of the Contractor Hearing Board.

5.10.5 If Proposer has been debarred for a period longer than five (5) years, Proposer may, after the debarment has been in effect for at least five

(5) years, submit a written request for review of the debarment determination to reduce the period of debarment or terminate the debarment. County may, in its discretion, reduce the period of debarment or terminate the debarment if County finds that Proposer has adequately demonstrated one or more of the following: 1) elimination of the grounds for which the debarment was imposed; 2) a bona fide change in ownership or management; 3) material evidence discovered after debarment was imposed; or 4) any other reason that is in the best interests of County.

5.10.6 The Contractor Hearing Board will consider requests for review of a debarment determination only where: 1) Proposer has been debarred for a period longer than five (5) years; 2) the debarment has been in effect for at least five (5) years; and, 3) the request is in writing, states one or more of the grounds for reduction of the debarment period or termination of the debarment, and includes supporting documentation. Upon receiving an appropriate request, the Contractor Hearing Board will provide notice of the hearing on the request. The Contractor Hearing Board shall conduct a hearing where evidence on the proposed reduction of debarment period or termination of debarment is presented. The request for review of a debarment determination shall be decided by the Contractor Hearing Board pursuant to the same procedures used for a debarment hearing.

5.10.7 The Contractor Hearing Board's proposed decision shall contain a recommendation on the request to reduce the period of debarment or terminate the debarment. The Contractor Hearing Board shall present its proposed decision and recommendation to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.

5.10.8 These terms shall also apply to proposed Subcontractors of Proposers on County contracts.

5.10.9 Appendix H (Listing of Contractors Debarred in Los Angeles County) provides a link to County's website where there is a listing of contractors that are currently on the debarment list for County of Los Angeles.

#### **5.11 Adherence to County's Child Support Compliance Program**

5.11.1 Proposer shall fully comply with all applicable State and Federal reporting requirements relating to employment reporting for its employees and all lawfully served Wage and Earnings Assignment Orders and Notice of Assignment, and shall continue to maintain

such compliance during the term of any Subaward that may be granted pursuant to this solicitation. Failure to comply may be cause for termination of Subaward or initiation of debarment proceedings against the non-compliant Subrecipient in accordance with Los Angeles County Code Chapter 2.202 (Determinations of Contractor Non-Responsibility and Contractor Debarment).

## **5.12 Gratuities**

### **5.12.1 Attempt to Secure Favorable Treatment**

5.12.1.1 It is improper for any County officer, employee or agent to solicit consideration, in any form, from Proposer with the implication, suggestion or statement that Proposer's provision of the consideration may secure more favorable treatment for Proposer in the granting of the Subaward or that Proposer's failure to provide such consideration may negatively affect County's consideration of Proposer's proposal. Proposer shall not offer or give either directly or through an intermediary, consideration, in any form, to a County officer, employee or agent for the purpose of securing favorable treatment with respect to the granting of the Subaward.

### **5.12.2 Form of Improper Consideration**

5.12.2.1 Among other items, such improper consideration may take the form of cash, discounts, services, the provision of travel or entertainment or tangible gifts.

### **5.12.3 Proposer Notification to County**

5.12.3.1 Proposer shall immediately report any attempt by a County officer, employee or agent to solicit such improper consideration. The report shall be made either to County manager charged with the supervision of the employee or to County of Los Angeles Auditor-Controller's Employee Fraud Hotline at (800) 544-6861. Failure to report such improper consideration may result in Proposer's proposal being eliminated from consideration.

## **5.13 Notice to Proposers Regarding the County Lobbyist Ordinance**

5.13.1 The Board of Supervisors has enacted an ordinance regulating the activities of persons who lobby County officials ("Lobbyist Ordinance"). This ordinance defines a County Lobbyist and imposes certain registration requirements upon individuals meeting the definition. The complete text of the ordinance can be found in Los

Angeles County Code Chapter 2.160 (County Lobbyists). In effect, each person, corporation or other entity that seeks a County permit, license, franchise or contract must certify compliance with the ordinance. As part of this solicitation process, it will be the responsibility of Proposer to review the ordinance independently as the text of said ordinance is not contained within this RFP. Thereafter, Proposer must certify that each County Lobbyist, as defined by Los Angeles County Code Section 2.160.010, retained by Proposer is in full compliance with the Los Angeles County Code and each such County Lobbyist is not on the County of Los Angeles Executive Office's List of Terminated Registered Lobbyists by completing Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 6 (Familiarity with County's Lobbyist Ordinance Certification) and submitting it as part of the proposal.

#### **5.14 Federal Earned Income Credit**

5.14.1 Upon granting of the Subaward (that is, Contract), Subrecipient (that is, Contractor) shall notify its employees, and shall require each Lower Tier Subrecipient (that is, Subrecipient) to notify its employees, that they may be eligible for the Federal Earned Income Credit under the Federal income tax laws. Such notice shall be provided in accordance with the requirements set forth in Appendix I (Internal Revenue Service Notice 1015).

#### **5.15 Consideration of GAIN and GROW Participants for Employment**

5.15.1 As a threshold requirement for consideration for the Subaward, Proposer shall demonstrate a proven record of hiring participants enrolled in County of Los Angeles Department of Public Social Services Greater Avenues for Independence (GAIN) or General Relief Opportunities for Work (GROW) Programs or shall attest to a willingness to consider GAIN and GROW participants for any future employment openings if such participants meet the minimum qualifications for that opening. Proposer shall attest to a willingness to provide employed GAIN and GROW participants access to Proposer's employee mentoring program, if available, to assist these individuals in obtaining permanent employment and/or promotional opportunities.

5.15.2 Proposer who is unable to meet this requirement shall not be considered for the Subaward. Proposer shall complete Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 9 (Attestation of Willingness to Consider GAIN and GROW Participants) and submit it as part of the proposal.



## **5.16 Recycled Bond Paper**

5.16.1 Proposer shall be required to comply with County's policy on recycled bond paper as specified in Appendix A (Sample Subaward), Subparagraph 8.39 (Recycled Bond Paper).

## **5.17 Safely Surrendered Baby Law**

5.17.1 Upon granting of the Subaward, Subrecipient (that is, Contractor) shall notify and provide to its employees, and shall require each Lower Tier Subrecipient (that is, Subcontractor) to notify and provide to its employees, a fact sheet regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and where and how to safely surrender a baby. The fact sheet is set forth in Appendix J (Safely Surrendered Baby Law) and it is also available on-line at [www.babysafela.org](http://www.babysafela.org) for printing purposes.

## **5.18 Jury Service Program**

5.18.1 The resulting Subaward (that is, Contract) is subject to the requirements of County's Contractor Employee Jury Service Ordinance ("Jury Service Program") in accordance with Los Angeles County Code Chapter 2.203 (Contractor Employee Jury Service). Proposer shall carefully read the Jury Service Ordinance in Appendix G (Jury Service Ordinance) and the pertinent jury service provisions of Appendix A (Sample Subaward), Subparagraph 8.8 (Compliance with County's Jury Service Program), both of which are incorporated by reference into and made a part of this RFP. The Jury Service Program applies to both Subrecipient (that is, Contractor) and its Lower Tier Subrecipient(s) (that is, Subcontractor(s)).

5.18.2 The Jury Service Program requires Contractor and its Subcontractor(s) to have and adhere to a written policy that provides that its employees shall receive from Contractor, on an annual basis, no less than five (5) days of regular pay for actual jury service. The policy may provide that employees deposit any fees received for such jury service with Contractor or that Contractor deduct from the employee's regular pay the fees received for jury service. For purposes of the Jury Service Program, "employee" means any California resident who is a full-time employee of Contractor and "full-time" means forty (40) hours or more worked per week, or a lesser number of hours if: 1) the lesser number is a recognized industry standard as determined by County, or 2) Contractor has a long-standing practice that defines the lesser number of hours as full-time. Therefore, the Jury Service Program applies to all of Contractor's full-time California employees, even those not working specifically on the Contract project. Full-time employees providing short term,

temporary services of ninety (90) days or less within a twelve (12) month period are not considered full-time for purposes of the Jury Service Program.

5.18.3 There are two (2) ways in which Contractor might not be subject to the Jury Service Program. The first is if Contractor does not fall within the Jury Service Program's definition of "contractor". The Jury Service Program defines "contractor" to mean a person, partnership, corporation or other entity which has a contract with County or a subcontract with a County contractor and has received or will receive an aggregate sum of fifty thousand dollars (\$50,000) or more in any twelve (12) month period under one or more County contracts or subcontracts. The second is if Contractor meets one of the two exceptions to the Jury Service Program. The first exception involves small businesses and applies to Contractor: 1) having ten (10) or fewer employees; 2) earning annual gross revenues in the preceding twelve (12) months which, if added to the Maximum Annual Subaward Sum of the Contract is less than five hundred thousand dollars (\$500,000); and, 3) when it is not an "affiliate or subsidiary of a business dominant in its field of operation". The second exception applies to Contractor that possesses a collective bargaining agreement that expressly supersedes the provisions of the Jury Service Program. Contractor is subject to any provision of the Jury Service Program not expressly superseded by the collective bargaining agreement.

5.18.4 If Proposer does not fall within the Jury Service Program's definition of "contractor" or if it meets any of the exceptions to the Jury Service Program then Proposer must so indicate when completing Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 10 (County of Los Angeles Contractor Employee Jury Service Program Certification and Application for Exception) and shall submit the completed form along with all necessary documentation to support the claim (such as tax returns or a collective bargaining agreement, if applicable) with its proposal. Upon reviewing Proposer's application, County will determine, in its sole discretion, whether Proposer falls within the Jury Service Program's definition of "contractor" or meets any of the exceptions to the Jury Service Program. County's decision will be final.

5.18.5 When Proposer fails to comply with the requirements of the Jury Service Program, its proposal will be considered non-responsive and excluded from further consideration.

**5.19 Intentionally Omitted**

**5.20 Notification to County of Pending Acquisitions/Mergers by Proposer**

5.20.1 Proposer shall notify County of any pending acquisitions/mergers of its company. This information shall be provided by Proposer on Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 1 (Proposer's Organization Questionnaire, Affidavit and Community Business Enterprise Information). Failure of Proposer to provide this information may eliminate its proposal from any further consideration. Proposer shall have a continuing obligation to notify County of changes to the information contained in Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 1 (Proposer's Organization Questionnaire, Affidavit and Community Business Enterprise Information) prior to the granting of the Subaward by providing a revised Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 1 (Proposer's Organization Questionnaire, Affidavit and Community Business Enterprise Information) to County upon the occurrence of any event giving rise to a change in its previously-reported information.

**5.21 Proposer's Charitable Contributions Compliance**

5.21.1 California's Supervision of Trustees and Fundraisers for Charitable Purposes Act ("Charitable Purposes Act") regulates receiving and raising charitable contributions. Among other requirements, those subject to the Charitable Purposes Act are subject to its registration and reporting requirements. The 2004 Nonprofit Integrity Act (Senate Bill 1262, Chapter 919) increased Charitable Purposes Act requirements. Proposer shall carefully read Appendix N (Background and Resources - California Charities Regulation). New rules cover California public benefit corporations, unincorporated associations, and trustee entities and may include similar foreign corporations doing business or holding property in California. Key Nonprofit Integrity Act requirements affect executive compensation, fundraising practices and documentation. Charities with over two million dollars (\$2,000,000) in revenues (excluding funds that must be accounted for to a governmental entity) have new audit requirements.

5.21.2 Proposer must determine if it receives or raises charitable contributions which subject it to the Charitable Purposes Act and shall complete Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 19 (Charitable Contributions Certification). Further, a completed Appendix A (Sample Subaward),

Exhibit O (Charitable Contributions Certification) is a required part of the Subaward.

5.21.3 In Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 19 (Charitable Contributions Certification), Proposer shall certify either that:

5.21.3.1 It has determined that it does not now receive or raise charitable contributions regulated under the Charitable Purposes Act, including the Nonprofit Integrity Act, but will comply if it becomes subject to coverage under those laws during the term of the Subaward, or

5.21.3.2 It is currently complying with its obligations under the Charitable Purposes Act, and has attached a copy of its most recent filing with the Registry of Charitable Trusts.

5.21.4 Proposer that does not complete Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 19 (Charitable Contributions Certification) and submit it along with its proposal may be disqualified from consideration for a Subaward at County's sole discretion. Subrecipient that fails to comply with its obligations under the Charitable Purposes Act is subject to Subaward termination, debarment proceedings or both in accordance with Los Angeles County Code Chapter 2.202 (Determinations of Contractor Non-Responsibility and Contractor Debarment).

## **5.22 Defaulted Property Tax Reduction Program**

5.22.1 The Subaward (that is "Contract") is subject to the requirements of County's Defaulted Property Tax Reduction Program ("Defaulted Tax Program") as defined in Los Angeles County Code Chapter 2.206 (Defaulted Property Tax Reduction Program). Proposer shall carefully read Appendix O (Defaulted Property Tax Reduction Program), and the pertinent provisions of Appendix A (Sample Subaward), Subparagraph 8.51 (Warranty of Compliance with County's Defaulted Property Tax Reduction Program) and Subparagraph 8.52 (Termination for Breach of Warranty to Maintain Compliance with County's Defaulted Property Tax Reduction Program), both of which are incorporated by reference into and made a part of this solicitation. The Defaulted Tax Program applies to both Subrecipient (that is, "Contractor") and its Lower Tier Subrecipient(s) (that is, "Subcontractor(s)).

5.22.2 Proposer shall either certify that it is in full compliance with the provisions of the Defaulted Tax Program and shall maintain compliance during the term of the Contract that may be granted

pursuant to this solicitation or shall certify that it is exempt from the Defaulted Tax Program by completing Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 20 (Certification of Compliance with County's Defaulted Property Tax Reduction Program). Failure to maintain compliance or to timely cure defects may be cause for termination of Contract or initiation of debarment proceedings against non-compliant Contractor in accordance with Los Angeles County Code Chapter 2.202 (Determinations of Contractor Non-Responsibility and Contractor Debarment).

5.22.3 Proposer's failure to comply with the certification requirements of the Defaulted Property Tax Program will cause its proposal to be deemed non-responsive and excluded from further consideration.

### **5.23 Time Off for Voting**

5.23.1 Subrecipient (that is, Contractor) shall notify its employees and shall require each Lower Tier Subrecipient (that is, Subcontractor) to notify and provide to its employees, information regarding the time off for voting law in accordance with the requirements outlined in the Elections Code Section 14000. Not less than ten (10) days before every statewide election, Contractor and its Subcontractors shall post a notice setting forth the provisions of Elections Code Section 14000 whereby such notice shall be posted conspicuously at the place of work, if practicable, or elsewhere where it can be seen as employees come or go to their place of work.

### **5.24 Proposer's Acknowledgement of County's Commitment to Zero Tolerance Human Trafficking Policy**

5.24.1 On October 4, 2016, the Board of Supervisors approved a motion taking significant steps to protect victims of human trafficking by establishing a zero tolerance human trafficking policy. This policy prohibits Proposer and any member of Proposer's staff who are engaged in human trafficking from receiving the Subaward (that is, Contract) or performing Services under such Contract.

5.24.2 Proposer shall complete Appendix D (Required Forms and Documentation), Exhibit 27 (Compliance with County's Zero Tolerance Human Trafficking Policy) to certify that it is in full compliance with County's Zero Tolerance Human Trafficking Policy as defined in Appendix A (Sample Subaward), Subparagraph 8.54 (Compliance with County's Zero Tolerance Human Trafficking Policy). Further, if awarded the Contract pursuant to this solicitation, Proposer shall comply with the requirements under said provision for the term of the resulting Contract.

## 5.25 Minimum Wage Requirements

5.25.1 Pursuant to Los Angeles County Code Chapter 8.100 (Minimum Wage), County of Los Angeles has established the Los Angeles County Minimum Wage Ordinance ("Minimum Wage"). All employers (meaning any person, as defined in the California Labor Code, General Provisions, Section 18, including such person, association, organization, partnership, business trust, limited liability company, corporation, corporate officer or executive, who directly, indirectly or through an agent or any other person, including through the services of a temporary service or staffing agency or similar entity, employs or exercises control over the wages, hours or working conditions of any employee) shall pay their employees no less than the hourly rates set forth below:

5.25.1.1 Employers with twenty-six (26) or more employees shall pay employees a wage of no less than the following hourly rates:

5.25.1.1.1 On July 1, 2016, the hourly wage shall be \$10.50.

5.25.1.1.2 On July 1, 2017, the hourly wage shall be \$12.00.

5.25.1.1.3 On July 1, 2018, the hourly wage shall be \$13.25.

5.25.1.1.4 On July 1, 2019, the hourly wage shall be \$14.25.

5.25.1.1.5 On July 1, 2020, the hourly wage shall be \$15.00.

5.25.1.2 Employers with twenty-five (25) or fewer employees shall pay employees a wage of no less than the following hourly rates:

5.25.1.2.1 On July 1, 2017, the hourly wage shall be \$10.50.

5.25.1.2.2 On July 1, 2018, the hourly wage shall be \$12.00.

5.25.1.2.3 On July 1, 2019, the hourly wage shall be \$13.25.

5.25.1.2.4 On July 1, 2020, the hourly wage shall be \$14.25.

5.25.1.2.5 On July 1, 2021, the hourly wage shall be \$15.00.

5.25.1.3 Beginning on July 1, 2022, the minimum wage will increase annually based on the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) for the Los Angeles metropolitan area (Los Angeles-Riverside-Orange County, CA), which is published by the Bureau of Labor Statistics. Beginning in 2022, and continuing each year thereafter, on January 1 the County of Los Angeles Chief Executive Officer shall determine the adjusted rates which shall take effect on July 1 of that year and will publish a bulletin announcing the adjusted rates.

5.25.1.4 For purposes of this Subparagraph 5.25, the number of employees shall be determined by calculating the average number of employees employed during the previous calendar year.

5.25.1.5 All employers who provide Program Services in Los Angeles County (including the unincorporated areas and any city) shall adhere to County's minimum wage requirements. As such, Proposer shall adhere to County's minimum wage requirements when Proposer is selected for a Subaward.

5.25.2 Entities who are exempt from the Minimum Wage include:

5.25.2.1 Any person not subject to, or exempt from, the State minimum wage, as provided under California Labor Code Section 1197 and wage orders published by the California Industrial Welfare Commission.

5.25.2.2 Public entities (including Federal, State, County and city entities (including school districts)).

## **5.26 Non-Discrimination and Affirmative Action**

5.26.1 Proposer shall certify and agree that its employees, its affiliates, subsidiaries or holding companies are and shall be treated equally without regard to or because of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, in compliance with all applicable Federal and State anti-discrimination laws and regulations.

5.26.2 To this end, Proposer shall acknowledge its certification to and compliance with the provisions of Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 8 (Proposer's Equal Employment Opportunity Certification).

## **5.27 Protection of County Information Assets – Data Encryption Standards**

5.27.1 The prospective Subaward is subject to the encryption requirements that are minimally set forth herein and those which are set forth in Appendix A (Sample Subaward), Subparagraph 9.17 (Information Technology, Security and Privacy Requirements). Proposer shall become familiar with these encryption requirements and those outlined in Appendix A (Sample Subaward) both of which are incorporated by reference into and made a part of this solicitation.

5.27.2 Proposer shall complete Appendix D (Required Forms and Documentation), Exhibit 22 (Compliance with Data Encryption Requirements) by providing information about its encryption practices and certifying that it will be in compliance with the encryption requirements at the commencement of the prospective Subaward and shall maintain such compliance during the term of the prospective Subaward. Proposer's failure to comply with the certification requirements of this provision will render the proposal to be considered non-responsive and subject proposal to rejection/exclusion from further consideration.

5.27.3 Proposer's use of remote servers (e.g., cloud storage, Software-as-a-Service (SaaS)) for storage of County Information Assets (defined in Appendix A (Sample Subaward), Exhibit P (Definitions)) shall be disclosed by Proposer in Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 22 (Compliance with Data Encryption Requirements). In the event that Proposer is granted a Subaward, use of remote servers for storage of County Information Assets must be pre-approved in writing by County. Any use of remove servers may subject Proposer to additional encryption requirements for such remote servers.

### **5.27.4 Encryption Standards for Stored Data**

5.27.4.1 Proposer's and its Lower Tier Subrecipient's workstations and portable devices (e.g., wearables, tablets, thumb drives, external hard drives, etc.) require encryption (i.e., software and/or hardware) in accordance with:

5.27.4.1.1 Federal Information Processing Standard Publication (FIPS) 140-2



- 5.27.4.1.2 National Institute of Standards and Technology (NIST) Special Publication 800-57 Recommendation for Key Management – Part 1: General (Revision 3)
- 5.27.4.1.3 NIST Special Publication 800-57 Recommendation for Key Management – Part 2: Best Practices for Key Management Organization
- 5.27.4.1.4 NIST Special Publication 800-111 Guide to Storage Encryption Technologies for End User Devices
- 5.27.4.1.5 Advanced Encryption Standard (AES) with cipher strength of 256-bit is minimally required.

#### **5.27.5 Encryption Standards for Transmitted Data**

- 5.27.5.1 All transmitted (e.g., network) County Information Assets require encryption in accordance with:
  - 5.27.5.1.1 NIST Special Publication 800-52 Guidelines for the Selection and Use of Transport Layer Security Implementations
  - 5.27.5.1.2 NIST Special Publication 800-57 Recommendation for Key Management – Part 3: Application-Specific Key Management Guidance

## **6.0 COUNTY'S PREFERENCE PROGRAMS**

### **6.1 Overview of County's Preference Programs**

- 6.1.1 The Board of Supervisors encourages business participation in the County of Los Angeles' contracting process by continually streamlining and simplifying the selection process and expanding opportunities for these businesses to compete for these opportunities. In accordance with this approach, County has established the following three (3) preference programs: the Local Small Business Enterprise Preference Program, Social Enterprise Preference Program and Disabled Veterans Business Enterprise Preference Program (collectively "Preference Programs"). The Preference Programs allow Proposer to receive a fifteen percent (15%) reduction from its proposed cost and such Preference shall not exceed \$150,000.

- 6.1.2 County reserves the right to modify and/or cancel any of the Preference Programs at County's sole discretion and Proposer shall comply with County's final decision.
- 6.1.3 The Preference Programs require that Proposer must complete a certification process prior to requesting a preference in the solicitation. Additional information about these Preference Programs and how to obtain certification for each are further explained in [Subparagraph 6.3 \(Local Small Business Enterprise Preference Program\)](#), [6.5 \(Social Enterprise Preference Program\)](#) and [6.6 \(Disabled Veteran Business Enterprise Preference Program\)](#) of this solicitation.
- 6.1.4 The Preference Programs' price or scoring preference shall not be combined with any other County preference program to exceed fifteen percent (15%) for any proposal submitted in response to this solicitation.
- 6.1.5 Sanctions and financial penalties may apply to Proposer that knowingly, and with intent to defraud, seeks to obtain or maintain certification as a Local Small Business Enterprise vendor, Social Enterprise vendor and/or Disabled Veterans Business Enterprise vendor when Proposer is not qualified for such certification.

## **6.2 Contracting with Small Businesses**

- 6.2.1 County also has a policy on doing business with small business that is provided in Appendix F (County of Los Angeles Policy on Doing Business with Small Business).

## **6.3 Local Small Business Enterprise Preference Program**

- 6.3.1 County may give Local Small Business Enterprise ("LSBE") Preference during this solicitation process to Proposer that meets the definition of a LSBE, consistent with Los Angeles County Code Chapter 2.204.030C.2.
- 6.3.2 Proposer may request the LSBE Preference in this solicitation when Proposer meets all of the following conditions: 1) Proposer shall meet at least one (1) of the certification requirements outlined in Subparagraph 6.3.2.1 – Subparagraph 6.3.2.2; and, 2) Proposer shall meet the certification requirement outlined in Subparagraph 6.3.2.3.
  - 6.3.2.1 Proposer is certified as meeting the Federal small business criteria for the number of employees and/or revenue as defined by the U.S. Small Business Administration ("SBA").

6.3.2.2 Proposer is certified as maintaining an active registration as a small business on the Federal System for Award Management ("SAM") database (for additional information refer to the following SAM website: <https://www.sam.gov>).

6.3.2.3 Proposer is certified as an LSBE vendor by the County of Los Angeles Department of Consumer and Business Affairs ("DCBA"). For additional information, please contact DCBA by phone or e-mail as follows: (855) 230-6430 or [sbs@dcba.lacounty.gov](mailto:sbs@dcba.lacounty.gov), respectively. You may also visit DCBA's website by using the following link: <http://dcba.lacounty.gov>.

6.3.3 To request the LSBE preference on the solicitation, Proposer shall:

6.3.3.1 Obtain LSBE certification from the County of Los Angeles Department of Consumer and Business Affairs ("DCBA"). For additional information, please contact DCBA by phone or e-mail as follows: (855) 230-6430 or [sbs@dcba.lacounty.gov](mailto:sbs@dcba.lacounty.gov), respectively. You may also visit DCBA's website by using the following link: <http://dcba.lacounty.gov>.

6.3.3.2 Upon receipt of a letter of certification and affirmation from DCBA, Proposer shall complete Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 7 (Request for Preference Program Consideration). Proposer shall submit the completed Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 7 (Request for Preference Program Consideration) and the certification letter from DCBA with its proposal (i.e., LSBE vendors may only request the LSBE Preference after the certification process has been completed and certification is affirmed by DCBA).

#### **6.4 Local Small Business Enterprise Prompt Payment Program**

6.4.1 It is the intent of County that certified LSBEs receive prompt payment for services provided to County. Prompt payment shall mean that County will process an undisputed invoice within fifteen (15) calendar days after receipt of such invoice.

#### **6.5 Social Enterprise Preference Program**

6.5.1 County may give Social Enterprise ("SE") Preference during this solicitation process to Proposer that meets the definition of a SE

vendor, consistent with Los Angeles County Code Chapter 2.205 (Transitional Job Opportunities Preference Program).

6.5.2 Proposer may request the SE Preference in this solicitation when Proposer meets all of the following conditions:

6.5.2.1 Proposer has been in operation for at least one (1) year providing transitional or permanent employment to a Transitional Workforce (defined as those under-employed or hard-to-employ persons that may be homeless or formerly incarcerated, and/or, those who either have not worked for an extended period of time or face significant barriers to employment) or providing social, environmental and/or human justice services.

6.5.2.2 Proposer is certified as an SE vendor by DCBA. For additional information, please contact DCBA by phone or e-mail as follows: (855) 230-6430 or [sbs@dcba.lacounty.gov](mailto:sbs@dcba.lacounty.gov), respectively. You may also visit DCBA's website by using the following link: <http://dcba.lacounty.gov>.

6.5.3 To request the SE preference on the solicitation, Proposer shall:

6.5.3.1 Obtain SE certification from DCBA.

6.5.3.2 Upon receipt of a letter of certification and affirmation from DCBA, Proposer shall complete Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 7 (Request for Preference Program Consideration). Proposer shall submit the completed Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 7 (Request for Preference Program Consideration) and the certification letter from DCBA with its proposal (i.e., SE vendors may only request the SE Preference after the certification process has been completed and certification is affirmed by DCBA).

## **6.6 Disabled Veteran Business Enterprise Preference Program**

6.6.1 County may give Disabled Veteran Business Enterprise ("DVBE") Preference during this solicitation process to Proposer that meets the definition of a DVBE vendor, consistent with Los Angeles County Code Chapter 2.211 (Disabled Veteran Business Enterprise Preference Program).

6.6.2 Proposer may request the DVBE Preference in this solicitation when Proposer meets all of the following conditions: 1) Proposer shall

meet at least one (1) of the criteria outlined in Subparagraph 6.6.2.1 – Subparagraph 6.6.2.3; and, 2) Proposer shall meet the criteria outlined in Subparagraph 6.6.2.4.

6.6.2.1 Proposer is certified by the State of California Department of General Services (“DGS”), Procurement Division (“PD”), Office of Small Business and DVBE Services (“OSDS”) as a DVBE vendor.

6.6.2.2 Proposer is certified as a service-disabled veteran-owned small business by U.S. Department of Veterans Affairs.

6.6.2.3 Proposer is certified as a DVBE vendor by other certifying agencies pursuant to DCBA’s inclusion policy that meets the criteria set forth by the agencies in Subparagraph 6.6.2.1 and Subparagraph 6.6.2.2.

6.6.2.4 Proposer is certified as a DVBE vendor by DCBA. For additional information, please contact DCBA by phone or e-mail as follows: (855) 230-6430 or [sbs@dcba.lacounty.gov](mailto:sbs@dcba.lacounty.gov), respectively. You may also visit DCBA’s website by using the following link: <http://dcba.lacounty.gov>.

6.6.3 To request the DVBE preference on the solicitation, Proposer shall:

6.6.3.1 Obtain DVBE certification from DCBA.

6.6.3.2 Upon receipt of a letter of certification and affirmation from DCBA, Proposer shall complete Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 7 (Request for Preference Program Consideration). Proposer shall submit the completed Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 7 (Request for Preference Program Consideration) and the certification letter from DCBA with its proposal (i.e., DVBE vendors may only request the DVBE Preference after the certification process has been completed and certification is affirmed by DCBA).

6.6.4 Information on the State's DVBE certification regulations is found in Title 2 California Code of Regulations Subchapter 8, Section 1896 et seq., and is also available on the State of California DGS PD OSDS website (<http://www.pd.dgs.ca.gov/>).

6.6.5 Information for the Department of Veteran Affairs’ SDVOSB certification regulations is found in Title 38 Code of Federal

Regulations Part 74 and is also available on the Department of Veterans Affairs website (<http://www.vetbiz.gov/>).

## **7.0 PROPOSAL SUBMISSION REQUIREMENTS**

### **7.1 Key Solicitation Information**

- 7.1.1 This Paragraph contains key solicitation information such as dates and activities as well as instructions to Proposer on how to prepare and submit its proposal.
- 7.1.2 The RFP will only be available online and may be accessed on County's website as follows: <http://wdacs.lacounty.gov> (please select the option for [Business Opportunities with WDACS/Doing Business with WDACS](#)).
- 7.1.3 To apply for FCSP Services, Proposer shall submit a proposal to provide FCSP Services for a Region that is listed in [Subparagraph 1.4.1.2](#). Proposer is not limited to submitting a proposal to provide Services only in the Region where Proposer is located.
- 7.1.4 To apply for FCSP GR Services, Proposer shall submit a proposal to provide FCSP GR Services for all Regions.
- 7.1.5 Proposer may access regulations, policies and procedures applicable to this RFP as follows:
  - 7.1.5.1 Authorizing statutes (Federal and State regulations): [Older Americans Act of 1965](#) and [Older Californians Act](#)
  - 7.1.5.2 Office of Management and Budget Administrative and Cost Policy circulars: [Title 2 Code of Federal Regulations Part 200](#) and [Title 45 Code of Federal Regulations Part 75](#)
  - 7.1.5.3 County requirements:
    - 7.1.5.3.1 Policy manuals and memoranda: [Business Opportunities with WDACS/Doing Business with WDACS](#)
    - 7.1.5.3.2 Reporting requirements and procedures: Appendix A (Sample Subaward)
    - 7.1.5.3.3 Assessment/evaluation criteria: [Paragraph 8.0 \(Selection Process and Evaluation Criteria\)](#)

7.1.5.3.4 Appeal procedures: [Subparagraph 7.4 \(Solicitation Requirements Review\)](#) and [Subparagraph 8.7 \(County's Proposed Contractor Selection Review Process\)](#).

## 7.2 Truth and Accuracy of Representations

7.2.1 False, misleading, incomplete or deceptively unresponsive statements made in connection with the proposal shall be sufficient cause for rejection of the proposal. The evaluation and determination in this area shall be at County's sole judgment and this judgment shall be final. All proposals shall be firm and final offers and may not be withdrawn for a period of two hundred seventy (270) days following the final proposal due date and time which are indicated in [Subparagraph 7.3 \(RFP Timetable\)](#).

## 7.3 RFP Timetable

Activity	Date
Release of RFP	04/10/2017
Request for a Solicitation Requirements Review Due	04/21/2017
Mandatory Proposers' Conference Date and Time (Pacific Daylight Time ("PDT"))	04/21/2017 (10:00 a.m. PDT)
Proposers' Written Questions Due Date and Time	04/21/2017 (5:00 p.m. PDT)
Notice of Intent to Submit Proposal Date and Time	04/24/2017 (5:00 p.m. PDT)
Final Questions and Answers Released (tentative)	05/01/2017
Final Proposal Due Date and Time	05/10/2017 (12:00 p.m. PDT)
Completion of Evaluation (tentative)	05/26/2017
Notification of Proposed Subaward (tentative)	05/31/2017
Receive Letter of Intent from Prospective Subrecipient (tentative)	06/02/2017
Effective Date to Commence Subaward Services	07/01/2017

## 7.4 Solicitation Requirements Review

7.4.1 Any person or entity may seek a Solicitation Requirements Review when that person or entity can demonstrate that it would have submitted a proposal in response to this solicitation except that a requirement or a provision in the solicitation document created an unfair disadvantage to that person or entity. To request this Review, complete Appendix E (Request for Proposals (RFP) Transmittal to Request a Solicitation Requirements Review) and submit it to



WDACS as described in this Subparagraph 7.4. A request for a Solicitation Requirements Review may be denied, at WDACS' sole discretion, if the request does not satisfy all of the following criteria:

- 7.4.2 The request for a Solicitation Requirements Review shall be submitted within ten (10) business days of the issuance of the solicitation;
- 7.4.3 The request for a Solicitation Requirements Review shall include documentation which demonstrates the underlying ability of the person or entity to submit a proposal;
- 7.4.4 The request for a Solicitation Requirements Review shall itemize, in appropriate detail, each matter contested and factual reasons for the requested review; and
- 7.4.5 The request for a Solicitation Requirements Review shall assert either that:
  - 7.4.5.1 Application of the Minimum Mandatory Qualifications, evaluation criteria and/or business requirements unfairly disadvantages the person or entity; or,
  - 7.4.5.2 Due to unclear instructions, the solicitation process may result in County not receiving the best possible responses from Proposers.
- 7.4.6 The Solicitation Requirements Review shall be conducted by WDACS and WDACS' determination shall be provided to the requesting person or entity, in writing, within a reasonable time prior to the final proposal due date and time.

## **7.5 Proposers' Questions**

- 7.5.1 Proposers may submit written questions pertaining to this RFP by e-mail or mail to County as identified in [Subparagraph 7.5.3](#). All questions must be received no later than Friday, April 21, 2017 by 5:00 p.m. (PDT) and must be in writing. Without identifying the submitting company, all questions along with their corresponding answers will be compiled into a question and answer document ("Q & A"). The Q & A document will only be provided to each individual whose name and contact information is legibly provided on the Mandatory Proposers' Conference sign-in sheet.
- 7.5.2 When submitting questions, please specify the document name/title (i.e., solicitation document, Appendix A (Sample Subaward), Appendix B (Statement of Work), etc.), Paragraph/Subparagraph number, title and page number(s) and quote the language that



prompted the question. This will ensure that the item in question can be quickly identified in this RFP. County reserves the right to group similar questions when providing answers on the Q & A document.

- 7.5.3 Questions may address Proposer's concerns about the RFP document, process or requirements. All questions should be submitted to County by either e-mail or mail as follows (please use only one (1) of these methods to send questions):

**E-mail**

[aaarfp@wdacs.lacounty.gov](mailto:aaarfp@wdacs.lacounty.gov)

**Postal and Delivery Address:**

County of Los Angeles  
Workforce Development, Aging and Community Services  
Contracts Management Division  
Attention: AAA-FCSP-1721 RFP  
3175 West 6<sup>th</sup> Street, Room 403  
Los Angeles, CA 90020-1708

- 7.5.4 Questions may only be directed to County in the manner and during the Q & A timeframe which are indicated in this Subparagraph 7.5. Contacting any of County's staff (by phone, e-mail, etc.) in relation to this solicitation in addition to contacting County outside of the Q & A timeframe are strictly prohibited. Any deviation from the manner in which Proposer may contact County as specified herein may subject Proposer's proposal to disqualification from the solicitation process.

**7.6 Notice of Intent to Submit Proposal**

- 7.6.1 In an effort to plan the evaluation component of this solicitation, County requests Proposer that intends to submit a proposal to complete Appendix S (Notice of Intent to Submit Proposal) and submit it to County by e-mail, mail or in-person no later than Monday, April 24, 2017 by 5:00 p.m. using one (1) of the following addresses:

**E-mail Address:**

[aaarfp@wdacs.lacounty.gov](mailto:aaarfp@wdacs.lacounty.gov)

**Postal and Delivery Address:**

County of Los Angeles Workforce Development, Aging and Community Services  
Attention: AAA-FCSP-1721 RFP  
3175 West Sixth Street, Room 403  
Los Angeles, CA 90020

## **7.7 Mandatory Proposers' Conference**

- 7.7.1 A Mandatory Proposers' Conference ("Conference") will be held to discuss this RFP. All potential Proposers must attend this conference in order to submit a proposal otherwise their proposals will be rejected as non-responsive (disqualified) without review and eliminated from further consideration. During this Conference, County staff will respond to questions from prospective Proposers. The Conference is scheduled as follows:

**Date and Time:**

Friday, April 21, 2017 at 10:00 a.m. (PDT)

**Location:**

County of Los Angeles  
Workforce Development, Aging and Community Services  
3175 West 6<sup>th</sup> Street  
Board Room 105  
Los Angeles, CA 90020-1708

- 7.7.2 The Conference will begin promptly at 10:00 a.m. (PDT) and will conclude at either 12:00 p.m. (PDT) or once all questions have been addressed, whichever is sooner. Prospective Proposers are advised to arrive timely to ensure that they can participate in the Conference. Once the Conference has concluded, late arrivals will not be allowed.
- 7.7.3 To ensure that sufficient space is available at the Conference, prospective Proposers shall confirm their attendance by sending an e-mail to County no later than Monday, April 17, 2017 by 5:00 p.m. (PDT) using the following e-mail address: [aaarfp@wdacs.lacounty.gov](mailto:aaarfp@wdacs.lacounty.gov). Include the following statement in the subject line of the e-mail: Attendance for Mandatory FCSP Proposers' Conference. Please note that due to space restrictions, only two (2) individuals from each organization will be allowed to attend this Conference. In the event that sufficient space is not available to accommodate all prospective Proposers, County may add an additional date and/or time for the Conference. County will notify those interested Proposers who have submitted their written confirmation of attendance if an additional date and/or time is added.
- 7.7.4 Free parking for the Conference is available on a first-come first-served basis in the Shatto Place parking facility located at 523 Shatto Place, Los Angeles, CA 90020. To park in this facility, please send a written request by e-mail no later than Monday, April 17, 2017 by 5:00 p.m. (PDT) to the following address:

[aaarfp@wdacs.lacounty.gov](mailto:aaarfp@wdacs.lacounty.gov). Please include the following information in the subject line of the e-mail: "Parking for FCSP Mandatory Proposers' Conference". Also note that metered parking is available within walking distance in the surrounding areas.

- 7.7.5 Copies of the RFP will not be distributed at the Conference. As such, prospective Proposers are encouraged to bring a copy of the RFP to the Conference. The RFP will only be available online and may be accessed on County's website as follows: <http://wdacs.lacounty.gov/business-opportunities/>.

## **7.8 Proposal Format**

### **7.8.1 Proposals for FCSP Services**

- 7.8.1.1 In order to apply for FCSP Services, Proposer shall submit a complete proposal for a Region that is listed in [Subparagraph 1.4.1.2](#) that Proposer intends to serve.
- 7.8.1.2 The complete proposal shall include the Minimum Mandatory Qualifications, Business Proposal and Cost Proposal for the Region as described below.
- 7.8.1.2.1 The Minimum Mandatory Qualifications include those items described in [Paragraph 3.0 \(Proposer's Minimum Mandatory Qualifications\)](#) and [Subparagraph 7.9.1 \(Minimum Mandatory Qualifications Format\)](#).
- 7.8.1.2.2 The Business Proposal includes both required forms and narratives detailing Proposer's qualifications and approach to providing the Program Services as described in [Subparagraph 7.9.2 \(Business Proposal Format\)](#).
- 7.8.1.2.3 The Cost Proposal includes both required forms and narratives detailing the proposed unit rate/Service units and items of cost as described in [Subparagraph 7.9.3 \(Cost Proposal Format\)](#).

### **7.8.2 Proposals for FCSP GR Services**

- 7.8.2.1 In order to apply for FCSP GR Services, Proposer shall submit a complete proposal to provide Program Services for all Regions.

7.8.2.2 The complete proposal shall include the Minimum Mandatory Qualifications, Business Proposal and Cost Proposal as described below.

7.8.2.2.1 The Minimum Mandatory Qualifications include those items described in [Paragraph 3.0 \(Proposer's Minimum Mandatory Qualifications\)](#) and [Subparagraph 7.9.4 \(Minimum Mandatory Qualifications Format for FCSP GR Services\)](#).

7.8.2.2.2 The Business Proposal includes both required forms and narratives detailing Proposer's qualifications and approach to providing the Program Services as described in [Subparagraph 7.9.5 \(Business Proposal Format for FCSP GR Services\)](#).

7.8.2.2.3 The Cost Proposal includes both required forms and narratives detailing the proposed unit rate/Service units and items of cost as described in [Subparagraph 7.9.6 \(Cost Proposal Format for FCSP GR Services\)](#).

### 7.8.3 Proposal Copies

7.8.3.1 As specified in [Subparagraph 7.11 \(Proposal Submission\)](#), Proposer shall submit one (1) original hardcopy proposal (containing the Minimum Mandatory Qualifications, Business Proposal and Cost Proposal) that is secured in a 3-ring binder. The original hardcopy proposal shall include the original wet signatures of Proposer's Authorized Representative on each applicable form. Proposer shall also submit four (4) duplicate hardcopies of the proposal each of which shall also be secured in a 3-ring binder.

7.8.3.2 In addition to submitting the hardcopy proposals, Proposer shall also submit two (2) electronic versions of the proposal. Each of the two (2) electronic versions of the proposal shall be a clearly legible and exact copy of the proposal which shall be saved on either a thumb drive or flash drive. The electronic version of the proposal shall be in the form of PDF/scanned documents; Word or Excel versions of these documents are not acceptable. It is imperative that Proposer ensures that the electronic version of the proposal is an exact replica of the original hardcopy proposal (i.e., no pages shall be missing or

misplaced, etc.). Proposer shall also ensure that its storage medium (i.e., thumb drive, flash drive, etc.) is fully operational and is not corrupted. Proposer shall bear all responsibility when County uses/relies on the electronic versions of the proposal to complete the evaluation process. When County determines that information or documentation is missing from the electronic version of the proposal which County uses in the evaluation and that information is subsequently discovered in the hardcopy proposal, County may at its sole discretion deem the proposal as non-responsive and reject it.

7.8.4 Proposals shall be typed using 12 point Arial font and the original hardcopy shall be printed on 8 ½" by 11" paper, with 1" margins on each side. Each narrative paragraph shall be single-spaced between each line and double-spaced between paragraphs. Include information in footers to identify each page; this information shall include Proposer's name, page number, RFP title and Program Services. Attachments such as charts, maps, reports, etc. that Proposer uses to address or support any narrative response do not need to be labeled with this footer information; however, each attachment shall be clearly labeled/identified.

7.8.5 Proposer shall identify every response in the proposal by using one (1) of the following methods:

7.8.5.1 Method 1 (for Sections only): Section; Section letter; and, Section title (e.g., Section D (Proposer's Quality Control Plan)).

7.8.5.2 Method 2 (for Sections with Subsections): Section; Section letter; Section title; Subsection; Subsection letter; and Subsection title (e.g., Section H (Required Forms and Documentation), Subsection H-2 (Required Documentation)).

7.8.6 Each Section and Subsection of the proposal shall be tabbed and clearly identified in the table of contents and shall follow the order specified in [Subparagraph 7.9 \(Preparing the Proposal in Response to the RFP\)](#). All attachments must be inserted immediately after the Section/Subsection to which Proposer is responding. Each attachment shall be clearly labeled/identified.

#### **7.8.7 Page Limitations**

7.8.7.1 The combined narrative responses for the Minimum Mandatory Qualifications shall not exceed a total of fifteen

(15) single-sided pages (i.e., Proposer's narrative responses to the Minimum Mandatory Qualifications shall not exceed fifteen (15) single-sided pages). This page limit does not apply to exhibits, attachments, the cover page and the table of contents (e.g., attachments are not counted toward the 15-page limit).

7.8.7.2 The combined narrative responses for the Business Proposal shall not exceed a total of twenty-five (25) single-sided pages (i.e., Proposer's narrative responses to the Business Proposal shall not exceed twenty-five (25) single-sided pages). This page limit does not apply to exhibits, attachments, the cover page and the table of contents (e.g., attachments are not counted toward the 25-page limit).

7.8.7.3 The combined narrative responses for the Cost Proposal shall not exceed a total of ten (10) single-sided pages (i.e., Proposer's narrative responses to the Cost Proposal shall not exceed ten (10) single-sided pages). This page limit does not apply to exhibits, attachments, the cover page and the table of contents (e.g., attachments are not counted toward the 10-page limit).

7.8.8 All forms that are required to be submitted in the proposal and require a signature, shall be signed by Proposer's Authorized Representative (the individual who is authorized to sign legally binding documents on behalf of Proposer's organization where such authorization has been decreed through organization's board resolution or other authorizing document).

7.8.9 Any proposal that deviates from the format prescribed in this Subparagraph 7.8 may be deemed as non-responsive and may be rejected without further review at County's sole discretion.

## **7.9 Preparing the Proposal in Response to the RFP**

### **7.9.1 Minimum Mandatory Qualifications Format**

7.9.1.1 When preparing the proposal for either the FCSP Services or the FCSP GR Services, the first part shall start with the Minimum Mandatory Qualifications. Follow the format described in this Subparagraph 7.9.1. The content and sequence of the Minimum Mandatory Qualifications must be as follows:

#### **7.9.1.1.1 Cover Page**

- 7.9.1.1.2 Table of Contents
- 7.9.1.1.3 Section A (Proposer's Organization)
- 7.9.1.1.4 Section B (Proposer's Background and Experience)
- 7.9.1.1.5 Section C (Proposer's Staffing)
- 7.9.1.1.6 Section D (Proposer's Cost Allocation Plan)

#### 7.9.1.2 **Cover Page**

- 7.9.1.2.1 Identify this part of the proposal as the Minimum Mandatory Qualifications and include the RFP title, RFP number and Proposer's name.

#### 7.9.1.3 **Table of Contents**

- 7.9.1.3.1 Sequentially list all material included in the Minimum Mandatory Qualifications. Proposer shall use references to identify every response in the proposal by using one (1) of the following methods:
  - 7.9.1.3.1.1 Method 1 (for Sections only): Section [Section letter] (Section title) Page [number] (e.g., Section B (Proposer's Background) Page 12).
  - 7.9.1.3.1.2 Method 2 (for Sections with Subsections): Section [Section letter] (Section title), Subsection [Subsection letter] (Subsection title) Page [number] (e.g., Section G (Required Forms and Documentation), Subsection G-2 (Required Documentation) Page 19).

#### 7.9.1.4 **Section A (Proposer's Organization)**

- 7.9.1.4.1 **Subsection A-1 (Proposer's Organization Questionnaire, Affidavit and Community Business Enterprise Information)**

- 7.9.1.4.1.1 Proposer shall complete the entirety of Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 1 (Proposer's Organization Questionnaire, Affidavit and Community Business Enterprise Information) and Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 12 (Certification of Independent Price Determination and Acknowledgement of Request for Proposal Restrictions) by providing responses to each item on these forms and such responses shall address the information being requested. Proposer shall submit these completed forms as part of Section A (Proposer's Organization), Subsection A-1 (Proposer's Organization Questionnaire, Affidavit and Community Business Enterprise Information) of the proposal.
- 7.9.1.4.1.2 Proposer's organization must be classified as one (1) of the following: public/government entity, nonprofit organization or joint powers authority.
- 7.9.1.4.1.3 Proposer's Authorized Representative shall sign and date these forms. The person signing these forms must be authorized to sign legally binding documents on behalf of Proposer's organization where such authorization has been decreed through organization's board resolution or other authorizing document (see [Subparagraph 7.9.1.4.2 \(Board](#)



of Directors' Authorization Warranty)).

**7.9.1.4.2 Board of Directors' Authorization Warranty**

7.9.1.4.2.1 Proposer represents and warrants that the person signing this proposal on behalf of Proposer is an authorized agent who has actual authority to bind Proposer to each and every term, condition and obligation of this RFP and that all requirements have been fulfilled to provide such actual authority.

7.9.1.4.2.2 To support this warranty, Proposer shall provide its Board of Directors' Authorization Warranty which shall include (at a minimum) the following elements:

7.9.1.4.2.2.1 Warranty may take the form of a resolution, order, motion or letter (on Proposer organization's official letterhead) from Proposer's governing body (e.g., Board of Directors, City Council, etc.).

7.9.1.4.2.2.2 At a minimum, the warranty shall include a reference to this RFP; authorize submission of the proposal on behalf of Proposer's

organization in response to this RFP; indicate the person(s) who is authorized to sign this proposal, bind Proposer to the Subaward (and any amendments or addendums thereto), and approve and accept Subaward funds on behalf of Proposer's organization.

**7.9.1.4.3 Subsection A-2 (Required Support Documents for Business Entities)**

7.9.1.4.3.1 Taking into account the structure of Proposer's organization, Proposer shall determine which of the supporting documents listed in Subparagraph [7.9.1.4.3.2 \(Corporation Support Documents\)](#), Subparagraph [7.9.1.4.3.3 \(Partnership Support Documents\)](#) or [Subparagraph 7.9.1.4.3.4 \(Other Business Entity Support Documents\)](#) that County requires.

**7.9.1.4.3.2 Corporation Support Documents**

7.9.1.4.3.2.1 Support documents for corporations and limited liability companies are identified herein.

7.9.1.4.3.2.2 Certificate of Good Standing (the most recent copy obtained within the last five (5) years as filed with the Secretary of State or equivalent office for the state in which Proposer's organization is incorporated/organized).

7.9.1.4.3.2.3 Statement of Information (a conformed copy of the most recent filing submitted to the Secretary of State or equivalent office for the state in which Proposer's organization is incorporated/organized that is obtained within the last five (5) years), listing corporate officers, members and managers).

7.9.1.4.3.3 **Partnership Documents** **Support**

7.9.1.4.3.3.1 General Partnership: Statement of Partnership

Authority (a conformed copy of the most recent filing along with any amendments thereto submitted to the Secretary of State or equivalent office for the state in which Proposer's organization is incorporated/organized that is obtained within the last five (5) years) or other record of similar import by an authorized public official of the jurisdiction under which the entity is organized.

7.9.1.4.3.3.2 Limited Partnership: Certificate of Limited Partnership (a conformed copy of the most recent filing along with any amendments thereto submitted to the Secretary of State or equivalent office for the state in which Proposer's organization is

incorporated/organized that is obtained within the last five (5) years) or other record of similar import by an authorized public official of the jurisdiction under which the entity is organized.

7.9.1.4.3.3.3 Foreign Limited Partnership:  
Foreign Limited Partnership  
Application for Registration (a conformed copy of the most recent filing along with any amendments thereto submitted to the Secretary of State or equivalent office for the state in which Proposer's organization is incorporated/organized that is obtained within the last five (5) years) or other record of similar import by an authorized public official of the jurisdiction under which the entity is organized).

7.9.1.4.3.3.4 Limited Liability Partnership: Application to Register a Limited Liability Partnership (a conformed copy of the most recent filing along with any amendments thereto submitted to the Secretary of State or equivalent office for the state in which Proposer's organization is incorporated/organized that is obtained within the last five (5) years) or other record of similar import by an authorized public official of the jurisdiction under which the entity is organized.

**7.9.1.4.3.4 Other Business Entity Support Documents**

7.9.1.4.3.4.1 Municipal Corporation, Political Subdivision of the State: Full text of the Charter or abbreviated Charter (a copy of the most recent filing with

the Secretary of State or equivalent office for the state in which Proposer's organization is incorporated/organized) or other record of similar import by an authorized public official of the jurisdiction under which the entity is organized. When providing the abbreviated Charter, such copy shall minimally include the cover page with entity's seal, and entity's name, governing/legal authority and its nature and powers.

7.9.1.4.3.4.2 Joint Powers Authority/Joint Powers Agency: Notice of Joint Powers Agreement (a conformed copy of the most recent filing along with the joint powers agreement and any amendments thereto with the Secretary of State or

equivalent office for the state in which  
Proposer's organization is incorporated/org anized) or other record of similar import by an authorized public official of the jurisdiction under which the entity is organized.

- 7.9.1.4.3.5 If Proposer's organization does not fit into one (1) of these categories, upon receipt of the proposal or at some later time, County may, in its sole discretion, request additional documentation regarding Proposer's business organization and authority of individuals to sign the Subaward.
- 7.9.1.4.3.6 Proposer shall submit the appropriate documentation as part of Section A (Proposer's Organization), Subsection A-2 (Required Support Documents for Business Entities) of the proposal. Proposer shall clearly label/identify each document.
- 7.9.1.4.3.7 If Proposer does not have these required documents available at the time of proposal submission, Proposer must request the appropriate documents from the Secretary of State or equivalent office for the state in which Proposer's organization is incorporated/organized. Proposer shall prepare a statement describing the status



of this request. Proposer shall submit this description along with documented evidence (written confirmation showing that Proposer has requested this information) as part of Section A (Proposer's Organization), Subsection A-2 (Required Support Documents for Business Entities) of the proposal.

**7.9.1.5 Section B (Proposer's Background and Experience)**

7.9.1.5.1 Proposer shall provide a written summary of relevant background information to demonstrate that Proposer has a minimum of five (5) consecutive years of experience, obtained within the past ten (10) years, providing Program Services to Clients in Los Angeles County (or providing services which are substantially similar to those stated in Appendix B (Statement of Work), Section 10.0 (Specific Work Requirements)). Proposer shall submit this written summary as part of Section B (Proposer's Background and Experience) of the proposal.

**7.9.1.6 Section C (Proposer's Staffing)**

7.9.1.6.1 Proposer must provide a clear statement indicating whether or not it currently has all of the following mandatory staff who meet all the requirements listed in Appendix B (Statement of Work) in order to carry out either the FCSP Services or the FCSP GR Services: Project Manager, Project Supervisor, Case Manager and Caregiver Support Group Facilitator. When Proposer indicates that it does not currently have all of these mandatory staff, its proposal shall be rejected due to non-responsiveness.

7.9.1.6.2 Proposer shall describe the education, experience and qualifications of each mandatory staff identified in Subparagraph 7.9.1.6.1 who is currently in place.

7.9.1.6.3 Proposer shall provide copies of all required certifications, licenses, diplomas, resumes and job specifications for each mandatory staff identified in Subparagraph 7.9.1.6.1 who is currently in place (identified by staff position).

7.9.1.6.4 Proposer shall submit the narrative descriptions and supporting documentation in the order listed above as part of Section C (Proposer's Staffing) of the proposal.

**7.9.1.7 Section D (Proposer's Cost Allocation Plan)**

7.9.1.7.1 Proposer shall provide a cost allocation plan narrative which describes Proposer's method for allocating shared costs where such method adheres to the requirements outlined in the following: Office of Management and Budget Uniform Administrative Requirements for Federal grants; Appendix A (Sample Contract), Exhibit Q (Accounting, Administration and Reporting Requirements); and, Appendix P (Cost Allocation and Indirect Cost Requirements). This narrative must demonstrate Proposer's ability to allocate costs using the methodology that is described. Proposer shall submit the cost allocation plan as part of Section D (Proposer's Cost Allocation Plan) of the proposal.

7.9.1.7.2 If Proposer is granted a Subaward, Proposer's cost allocation plan narrative which is submitted in response to this solicitation shall be used as the basis for developing and implementing the final cost allocation plan as required under the Subaward.

**7.9.2 Business Proposal Format**

7.9.2.1 The content and sequence of the Business Proposal must be as follows:

7.9.2.1.1 Cover Page

7.9.2.1.2 Table of Contents

7.9.2.1.3 Section A (Proposer's Qualifications)

- 7.9.2.1.4 Section B (Proposer's Approach to Providing Required Services)
- 7.9.2.1.5 Section C (Proposer's Quality Control Plan)
- 7.9.2.1.6 Section D (Proposer's Green Initiatives)
- 7.9.2.1.7 Intentionally Omitted
- 7.9.2.1.8 Section F (Required Forms and Documentation)

#### 7.9.2.2 **Cover Page**

- 7.9.2.2.1 Identify this part of the proposal as the Business Proposal and include the RFP title, RFP number and Proposer's name.

#### 7.9.2.3 **Table of Contents**

- 7.9.2.3.1 Sequentially list all material included in the Business Proposal. Proposer shall use references to identify every response in the proposal by using one of the following methods:
  - 7.9.2.3.1.1 Method 1 (for Sections only): Section [Section letter] (Section title) Page [number] (e.g., Section C (Proposer's Quality Control Plan) Page 12).
  - 7.9.2.3.1.2 Method 2 (for Sections with Subsections): Section [Section letter] (Section title), Subsection [Subsection letter] (Subsection title) Page [number] (e.g., Section B (Proposer's Approach to Providing Required Services), Subsection B-11 (Collaborations) Page 30).

#### 7.9.2.4 **Section A (Proposer's Qualifications)**

- 7.9.2.4.1 Proposer shall provide three (3) references to substantiate its qualifications. Each of the three (3) references shall be from separate contracts providing separate services.

Proposer shall indicate a specific person who will be contacted by County as part of conducting the reference check. When providing information for any one (1) reference (i.e., organization, entity, firm, etc.), Proposer shall only use one (1) point of contact and one (1) contract for that reference. For example, when Proposer has one (1) contract with an entity, Proposer shall not utilize the same contract citing three (3) different contacts to meet the requirement for three (3) references. If Proposer has multiple contracts providing differing services with an entity, it may list separate contacts for each of the contracts. It is Proposer's sole responsibility to ensure that the reference's name and contact person's name, title, phone number and e-mail address are accurate. The same references may be listed on Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 2 (Proposer's References) and Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 3 (Proposer's List of Contracts with Public Entities) if the reference falls within both categories.

7.9.2.4.2 County reserves the option to contact references by telephone, mail or e-mail to ascertain Proposer's qualifications, accountability and fitness. In the event that County elects to call the references, County will contact Proposer's references during County's business hours, Monday – Friday (8:00 a.m. to 5:00 p.m. (PDT)).

7.9.2.4.3 County may disqualify Proposer as non-responsive and/or non-responsible (i.e., proposal may be rejected) if any of the following occur:

7.9.2.4.3.1 Reference(s) fails to substantiate Proposer's description of the services it provided.

7.9.2.4.3.2 Reference(s) fails to support that Proposer has a continuing pattern of utilizing capable, productive and skilled personnel.

7.9.2.4.3.3 County is unable to reach the point of contact. County will make up to three (3) attempts to reach the contact. It is Proposer's responsibility to inform the point of contact of County's business hours during which time County will conduct reference checks and to provide contact a general timeframe during which County may attempt to reach contact. Proposer may estimate that timeframe based on the final proposal due date and time and the tentative date when the evaluations will be completed as noted in the RFP timetable. Proposer shall also inform its references that County may contact them by phone, mail or e-mail and shall convey the importance of responding to County's request in the time and manner as designated by County.

**7.9.2.4.4 Subsection A-1 (Proposer's References)**

7.9.2.4.4.1 Proposer shall complete the following forms and include them as part of Section A (Proposer's Qualifications), Subsection A-1 (Proposer's References) of the proposal in the same order listed below:

7.9.2.4.4.1.1 Appendix D  
(Required Forms  
and  
Documentation),

Part I (Required Forms), Exhibit 2 (Proposer's References)

7.9.2.4.4.1.2 Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 3 (Proposer's List of Contracts with Public Entities)

**7.9.2.4.5 Subsection A-2 (Proposer's List of Expired and Terminated Contracts)**

7.9.2.4.5.1 Proposer shall complete Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 4 (Proposer's List of Expired and Terminated Contracts) by providing responses to each item on this form and such responses shall address the information being requested. List all contracts that have either expired or have been terminated within the past ten (10) years (these contracts will cover the same 10-year period for which Proposer must demonstrate that it has obtained experience providing the same or similar scope of services identified in Appendix B (Statement of Work)). Proposer shall submit this completed form as part of Section A (Proposer's Qualifications), Subsection A-2 (Proposer's List of Expired and Terminated Contracts) of the proposal.

**7.9.2.4.6 Subsection A-3 (Proposer's Pending or Threatening Litigation)**

7.9.2.4.6.1 Proposer shall provide a statement indicating whether or not it has any pending or threatening litigation in which Proposer is and/or its principals are involved which have occurred within the past five (5) years. If Proposer does not have any such litigation actions, Proposer shall provide a written statement indicating that there are no such pending or threatening litigation actions involving Proposer and/or its principals within the past five (5) years.

7.9.2.4.6.2 In the event that Proposer indicates that it has a pending or threatening litigation, Proposer shall provide the following information: name of the action, case number, brief summary of the case, court jurisdiction and the size and scope of the action.

7.9.2.4.6.3 Notations such as "not applicable" or "n/a" are not a valid response and will be rated as "non-responsive". County may reject/disqualify the proposal when such a rating is determined.

7.9.2.4.6.4 Proposer shall include these statements and information as part of Section A (Proposer's Qualifications), Subsection A-3 (Proposer's Pending or Threatening Litigation) of the proposal.

**7.9.2.4.7 Subsection A-4 (Proposer's Judgment Action(s))**

7.9.2.4.7.1 Proposer shall provide a statement indicating whether or not it has any judgment action(s) against Proposer and/or its principals which have occurred within the past five (5) years. If Proposer does not have any such judgment action(s), Proposer shall provide a written statement indicating that there are no such judgment action(s) against Proposer and/or its principals within the past five (5) years.

7.9.2.4.7.2 In the event that Proposer indicates that it has a judgment action(s), Proposer shall provide the following information: name of the action, case number, brief summary of the case and court jurisdiction.

7.9.2.4.7.3 Notations such as “not applicable” or “n/a” are not a valid response and will be rated as “non-responsive”. County may reject/disqualify the proposal when such a rating is determined.

7.9.2.4.7.4 Proposer shall include these statements and information as part of Section A (Proposer’s Qualifications), Subsection A-4 (Proposer’s Judgment Action(s)) of the proposal.

**7.9.2.5 Section B (Proposer’s Approach to Providing Required Services)**

**7.9.2.5.1 Subsection B-1 (Proposer’s Objectives Compared to RFP Objectives – Information Services)**

7.9.2.5.1.1 Proposer shall provide a detailed description of its plan to



provide Information Services which shall include Public Information Activities on Caregiving and Community Education Activities on Caregiving for a Region that is listed in [Subparagraph 1.4.1.2](#) (for FCSP Services) or for all Regions (for FCSP GR Services) throughout the term of the Subaward (which includes Fiscal Year 2017-2018, Fiscal Year 2018-2019, Fiscal Year 2019-2020 and Fiscal Year 2020-2021). Provide a plan for each Service Detail which shall ensure that such Services are provided in accordance with the requirements noted in Appendix B (Statement of Work).

7.9.2.5.1.2 Proposer shall submit the narrative description as part of Section B (Proposer's Approach to Providing Required Services), Subsection B-1 (Proposer's Objectives Compared to RFP Objectives – Information Services) of the proposal.

7.9.2.5.2 **Subsection B-2 (Proposer's Objectives Compared to RFP Objectives – Support Services)**

7.9.2.5.2.1 Proposer shall provide a detailed description of its plan to provide Support Services which shall include Public Caregiver Assessment, Caregiver Case Management, Caregiver Counseling, Caregiver Support Group and Caregiver Training for a Region that is listed in [Subparagraph 1.4.1.2](#) (for FCSP Services) or for all Regions (for FCSP GR Services) throughout the term of the Subaward (which

includes Fiscal Year 2017-2018, Fiscal 2018-2019, Fiscal Year 2019-2020 and Fiscal Year 2020-2021). Provide a plan for each Service Detail which shall ensure that such Services are provided in accordance with the requirements noted in Appendix B (Statement of Work).

7.9.2.5.2.2 Proposer shall provide a detailed description of its plan to provide evidence-based Caregiver Training for a Region that is listed in [Subparagraph 1.4.1.2](#) (for FCSP Services) or for all Regions (for FCSP GR Services) throughout the term of the Subaward (which includes Fiscal Year 2017-2018, Fiscal 2018-2019, Fiscal Year 2019-2020 and Fiscal Year 2020-2021). When Proposer does not intend to provide evidence-based Caregiver Training, Proposer shall indicate this intent in its Proposal.

7.9.2.5.2.3 Proposer shall complete and submit Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 28 (Evidence-Based Caregiver Training Supplemental Form). The completed form shall support Proposer's plan to provide evidence-based Caregiver Training. If Proposer does not plan to provide evidence-based Caregiver Training, indicate this intent by marking the box on the form next to the following statement: "If this form is not applicable, mark here".

7.9.2.5.2.4 Proposer shall submit the narrative descriptions and Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 28 (Evidence-Based Caregiver Training Supplemental Form) as part of Section B (Proposer's Approach to Providing Required Services), Subsection B-2 (Proposer's Objectives Compared to RFP Objectives – Support Services) of the proposal.

**7.9.2.5.3 Subsection B-3 (Proposer's Objectives Compared to RFP Objectives – Respite Care Services)**

7.9.2.5.3.1 Proposer shall provide a detailed description of its plan to provide Respite Care Services which shall include Caregiver Respite In-Home Supervision, Caregiver Respite Homemaker Assistance, Caregiver Respite In-Home Personal Care, Caregiver Respite Home Chore and Caregiver Respite Out-of-Home Day Care for a Region that is listed in [Subparagraph 1.4.1.2](#) (for FCSP Services) or for all Regions (for FCSP GR Services) throughout the term of the Subaward (which includes Fiscal Year 2017-2018, Fiscal Year 2018-2019, Fiscal Year 2019-2020 and Fiscal Year 2020-2021). Provide a plan for each Service Detail which shall ensure that such Services are provided in accordance with the requirements noted in Appendix B (Statement of Work).

7.9.2.5.3.2 Proposer shall submit the narrative description as part of

Section B (Proposer's Approach to Providing Required Services), Subsection B-3 (Proposer's Objectives Compared to RFP Objectives – Respite Care Services) of the proposal.

**7.9.2.5.4 Subsection B-4 (Proposer's Objectives Compared to RFP Objectives – Supplemental Services)**

7.9.2.5.4.1 Proposer shall provide a detailed description of its plan to provide Supplemental Services which shall include Assistive Devices for Caregiving, Home Adaptations for Caregiving, Caregiving Services Registry and Caregiving Emergency Cash/Material Aid for a Region that is listed in [Subparagraph 1.4.1.2](#) (for FCSP Services) or for all Regions (for FCSP GR Services) throughout the term of the Subaward (which includes Fiscal Year 2017-2018, Fiscal Year 2018-2019, Fiscal Year 2019-2020 and Fiscal Year 2020-2021). Provide a plan for each Service Detail which shall ensure that such Services are provided in accordance with the requirements noted in Appendix B (Statement of Work).

7.9.2.5.4.2 Proposer shall submit the narrative description as part of Section B (Proposer's Approach to Providing Required Services), Subsection B-4 (Proposer's Objectives Compared to RFP Objectives – Supplemental Services) of the proposal.

**7.9.2.5.5 Subsection B-5 (Proposer's Objectives Compared to RFP Objectives – Access Assistance Services)**

7.9.2.5.5.1 Proposer shall provide a detailed description of its plan to provide Access Assistance Services which shall include Caregiver Outreach Contacts for a Region that is listed in [Subparagraph 1.4.1.2](#) (for FCSP Services) or for all Regions (for FCSP GR Services) throughout the term of the Subaward (which includes Fiscal Year 2017-2018, Fiscal 2018-2019, Fiscal Year 2019-2020 and Fiscal Year 2020-2021). Provide a plan for the Service Detail which shall ensure that such Services are provided in accordance with the requirements noted in Appendix B (Statement of Work).

7.9.2.5.5.2 Proposer shall submit the narrative description as part of Section B (Proposer's Approach to Providing Required Services), Subsection B-5 (Proposer's Objectives Compared to RFP Objectives – Access Assistance Services) of the proposal.

7.9.2.5.6 **Subsection B-6 (Target Population Served – Client Eligibility)**

7.9.2.5.6.1 For FCSP Services, Proposer shall provide a detailed description of its plan to ensure that the target population served meets the eligibility requirements noted in Appendix B (Statement of Work), Subsection 1.5.1 (Family Caregiver).

7.9.2.5.6.2 For FCSP GR Services, Proposer shall provide a detailed description of its plan to ensure that the target population served meets the eligibility

requirements noted in Appendix B (Statement of Work), Subsection 1.5.2 (Grandparent/Relative Caregiver).

7.9.2.5.6.3 Proposer shall include the narrative description for the Program Services as part of Section B (Proposer's Approach to Providing Required Services), Subsection B-6 (Target Population Served – Client Eligibility) of the proposal.

**7.9.2.5.7 Subsection B-7 (Target Population Served – Priority of Service)**

7.9.2.5.7.1 For FCSP Services, Proposer shall provide a description of its plan to ensure that Program Services are provided to the target population based on the priority of Service requirements noted in Appendix B (Statement of Work), Subsection 1.7 (Priority) for a Region that is listed in [Subparagraph 1.4.1.2](#).

7.9.2.5.7.2 For FCSP GR Services, Proposer shall provide a detailed description of its plan to ensure that Program Services are provided to the target population based on the priority of Service requirements noted in Appendix B (Statement of Work), Subsection 1.7 (Priority) for all Regions.

7.9.2.5.7.3 Proposer shall include the narrative description as part of Section B (Proposer's Approach to Providing Required Services), Subsection B-7 (Target Population Served – Priority of Service) of the proposal.

**7.9.2.5.8 Subsection B-8 (Training for Proposer's Staff)**

7.9.2.5.8.1 Proposer shall provide a detailed description of its plan to ensure that training is provided to existing and new staff and volunteers as noted in Appendix B (Statement of Work), Subsection 6.7 (Training).

7.9.2.5.8.2 Proposer shall include the narrative description as part of Section B (Proposer's Approach to Providing Required Services), Subsection B-8 (Training for Proposer's Staff) of the proposal.

**7.9.2.5.9 Subsection B-9 (Emergency Preparedness)**

7.9.2.5.9.1 Proposer shall describe in detail and provide a copy of its Emergency and Disaster Plan which shall meet the requirements noted in Appendix B (Statement of Work), Subsection 10.8 (Emergency Preparedness).

7.9.2.5.9.2 Proposer shall include the narrative description as part of Section B (Proposer's Approach to Providing Required Services), Subsection B-9 (Proposer's Emergency and Disaster Plan) of the proposal.

**7.9.2.5.10 Subsection B-10 (Voluntary Contributions)**

7.9.2.5.10.1 Proposer shall describe its plan to ensure that Clients are afforded an opportunity to voluntarily contribute to the Program Services as noted in Appendix B (Statement of

Work), Subsection 10.7  
(Voluntary Contributions).

7.9.2.5.10.2 Proposer shall include the narrative description as part of Section B (Proposer's Approach to Providing Required Services), Subsection B-10 (Voluntary Contributions) of the proposal.

**7.9.2.5.11 Subsection B-11 (Collaborations)**

7.9.2.5.11.1 Proposer shall describe its plan to ensure that it establishes collaborations within the community to ensure the effective delivery of Program Services within a Region that is listed in [Subparagraph 1.4.1.2](#) (for FCSP Services) or for all Regions (for FCSP GR Services) as noted in Appendix B (Statement of Work), Subsection 10.11 (Collaborations).

7.9.2.5.11.2 Proposer shall include the narrative description as part of Section B (Proposer's Approach to Providing Required Services), Subsection B-11 (Collaborations) of the proposal.

**7.9.2.6 Section C (Proposer's Quality Control Plan)**

7.9.2.6.1 Provide a comprehensive description of Proposer's Quality Control Plan to be utilized by Proposer as a self-monitoring tool which will ensure that all of the requirements of the Program Services are met, including those requirements specified in Appendix A (Sample Subaward).

7.9.2.6.2 Proposer may provide a copy of its Quality Control Plan as an attachment to the proposal; however, attaching the Quality Control Plan shall not take the place of providing the



description of the Quality Control Plan as required by this Section.

7.9.2.6.3 At a minimum, the following factors shall be included in the Quality Control Plan and these factors shall be addressed in Proposer's description of its Quality Control Plan:

7.9.2.6.3.1 Activities to be monitored to ensure compliance with those requirements listed in Appendix C (Statement of Work Exhibits), Attachment A (Performance Requirements Summary Chart).

7.9.2.6.3.2 Monitoring methods to be used, documentation methods of all monitoring results (including any corrective action taken) and the frequency of monitoring.

7.9.2.6.3.3 Samples of forms to be used in monitoring.

7.9.2.6.3.4 Title/level and qualifications of personnel performing monitoring functions.

7.9.2.6.4 Proposer shall include the narrative description and documentation (if applicable) as part of Section C (Proposer's Quality Control Plan) of the proposal.

**7.9.2.7 Section D (Proposer's Green Initiatives)**

7.9.2.7.1 Describe Proposer's plan to comply with the green requirements described in Appendix B (Statement of Work), Section 11.0 (Green Initiatives). Describe Proposer's current environmental policies and practices and those proposed to be implemented during the term of the Subaward. Proposer shall submit these narrative descriptions as part of Section D (Proposer's Green Initiatives) of the proposal.

**7.9.2.8 Intentionally Omitted**

## **7.9.2.9 Section F (Required Forms and Documentation)**

### **7.9.2.9.1 Subsection F-1 (Required Forms)**

7.9.2.9.1.1 Proposer shall complete the forms listed in Appendix D (Required Forms and Documentation), Part I (Required Forms) by providing responses to each item on these forms and such responses shall address the information being requested. When any requested information does not apply, Proposer shall respond to that item by indicating "Not applicable" as its response. Proposer shall not leave any item blank/unanswered.

7.9.2.9.1.2 In the event that Proposer's response to the information requested on these forms indicates non-compliance with County's requirements, the proposal may be disqualified for non-responsiveness and rejected at County's sole discretion. For example, if Proposer's response to any of the items noted under the certification in Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 8 (Proposer's Equal Employment Opportunity Certification) is "No" then County may deem the proposal to be non-responsive and it may be rejected.

7.9.2.9.1.3 Proposer shall submit the following completed forms as part of Section F (Required Forms and Documentation), Section F-1 (Required Forms) of

the proposal in the order listed below:

- |               |                                                                                                                                              |    |
|---------------|----------------------------------------------------------------------------------------------------------------------------------------------|----|
| 7.9.2.9.1.3.1 | Exhibit<br>(Certification of<br>No Conflict of<br>Interest)                                                                                  | 5  |
| 7.9.2.9.1.3.2 | Exhibit<br>(Familiarity with<br>County's<br>Lobbyist<br>Ordinance<br>Certification)                                                          | 6  |
| 7.9.2.9.1.3.3 | Exhibit<br>(Request for<br>Preference<br>Program<br>Consideration)                                                                           | 7  |
| 7.9.2.9.1.3.4 | Exhibit<br>(Proposer's<br>Equal<br>Employment<br>Opportunity<br>Certification)                                                               | 8  |
| 7.9.2.9.1.3.5 | Exhibit<br>(Attestation of<br>Willingness to<br>Consider GAIN<br>and GROW<br>Participants)                                                   | 9  |
| 7.9.2.9.1.3.6 | Exhibit<br>(County of Los<br>Angeles<br>Contractor<br>Employee Jury<br>Service Program<br>Certification and<br>Application for<br>Exception) | 10 |
| 7.9.2.9.1.3.7 | Exhibit<br>(Charitable                                                                                                                       | 19 |

	Contributions Certification)	
7.9.2.9.1.3.8	Exhibit (Certification of Compliance with County's Defaulted Property Tax Reduction Program)	20
7.9.2.9.1.3.9	Exhibit (Proposed List of Lower Tier Subawards)	21
7.9.2.9.1.3.10	Exhibit (Compliance with Data Encryption Requirements)	22
7.9.2.9.1.3.11	Exhibit (Compliance with County's Zero Tolerance Human Trafficking Policy)	27
7.9.2.9.1.3.12	Exhibit (Evidence- Based Caregiver Training Supplemental Form)	28

#### 7.9.2.9.2 **Subsection F-2 (Required Documentation)**

- 7.9.2.9.2.1 Proposer shall submit copies of its organizational documents as listed in Appendix D (Required Forms and Documentation), Part II (Required Documentation). Unless otherwise specified, these

documents shall be current as of the final proposal due date and time. For each document, place a tabbed sheet in front of it to identify the document. Proposer shall submit these documents as part of Section F (Required Forms and Documentation), Subsection F-2 (Required Documentation) of the proposal in the same order that the forms are listed in Appendix D (Required Forms and Documentation), Part II (Required Documentation).

### **7.9.3 Cost Proposal Format**

7.9.3.1 The content and sequence of the Cost Proposal must be as follows:

7.9.3.1.1 Cover Page

7.9.3.1.2 Table of Contents

7.9.3.1.3 Section A (Proposed Program Services)

7.9.3.1.4 Section B (Proposed Budget)

7.9.3.1.5 Section C (Budget Narrative)

7.9.3.1.6 Section D (Proposer's Financial Capability)

7.9.3.1.7 Section E (Preference Programs)

#### **7.9.3.2 Cover Page**

7.9.3.2.1 Identify this part of the proposal as the Cost Proposal and include the RFP title, RFP number and Proposer's name.

#### **7.9.3.3 Table of Contents**

7.9.3.3.1 Sequentially list all material included in the Cost Proposal. Proposer shall use references to identify every response in the proposal by using the following method:

7.9.3.3.1.1 Section [Section letter] (Section title) Page [number] (e.g., Section A (Proposed Program Services) Page 12).

**7.9.3.4 Section A (Proposed Program Services)**

7.9.3.4.1 For FCSP Services, Proposer shall specify its proposed unit rate(s), units of services and number of unduplicated Clients by completing Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 25 (Proposed Program Services for Family Caregiver Support Program) for a Region that is listed in [Subparagraph 1.4.1.2](#). Proposer shall adhere to the requirements outlined in Appendix R (Instructions), Exhibit 2 (Guidelines for Developing Proposed Program Services for Family Caregiver Support Program) when completing this form. This form must be completed for such Region when such Region has multiple Regions. The proposed rate(s) shall reflect Proposer's anticipated operating costs to provide Program Services for the specified Region as reflected on the form. For example, when Proposer submits a proposal to provide Program Services for the Antelope Valley Region, Proposer shall complete and submit the following forms:

7.9.3.4.1.1 Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 25 (Proposed Program Services for Family Caregiver Support Program) for Antelope Valley Region

7.9.3.4.1.2 Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 25 (Proposed Program Services for Family Caregiver Support Program) for Santa Clarita Valley Region

7.9.3.4.1.3 Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 25 (Proposed Program Services for Family Caregiver Support Program) for San Fernando Valley Region

7.9.3.4.2 For FCSP GR Services, Proposer shall specify its proposed unit rate(s), units of services and number of unduplicated Clients by completing Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 26 (Proposed Program Services for Family Caregiver Support Program Grandparent/Relative) to reflect Program Services for all Regions (i.e., only one (1) form shall be submitted for FCSP GR Services). Proposer shall adhere to the requirements outlined in Appendix R (Instructions), Exhibit 3 (Guidelines for Developing Proposed Program Services for Family Caregiver Support Program Grandparent/Relative) when completing this form. The proposed rate(s) shall reflect Proposer's anticipated operating costs to provide Program Services for all Regions.

7.9.3.4.3 Proposer shall submit the completed form(s) as part of Section A (Proposed Program Services) of the proposal.

**7.9.3.5 Section B (Proposed Budget)**

7.9.3.5.1 For FCSP Services, Proposer shall prepare and submit a budget which outlines Proposer's anticipated costs and funding needed to provide these Program Services for a Region that is listed in [Subparagraph 1.4.1.2](#) by completing Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 23 (Proposed Budget for Family Caregiver Support Program Services). This form must be completed for such Region when such Region has multiple Regions. For example, when Proposer submits a proposal to provide Program Services for the Antelope

Valley Region, Proposer shall complete and submit the following forms:

- 7.9.3.5.1.1 Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 23 (Proposed Budget for Family Caregiver Support Program Services) for Antelope Valley Region
- 7.9.3.5.1.2 Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 23 (Proposed Budget for Family Caregiver Support Program Services) for Santa Clarita Valley Region
- 7.9.3.5.1.3 Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 23 (Proposed Budget for Family Caregiver Support Program Services) for San Fernando Valley Region
- 7.9.3.5.2 For FCSP GR Services, Proposer shall prepare and submit a budget which outlines Proposer's anticipated costs and funding needed to provide these Program Services for all Regions. As such, Proposer shall complete and submit Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 24 (Proposed Budget for Family Caregiver Support Program Grandparent/Relative Services).
- 7.9.3.5.3 Proposer shall adhere to the requirements outlined in Appendix R (Instructions), Exhibit 1 (Guidelines for Developing Proposed Budget) when completing these forms.
- 7.9.3.5.4 Proposer shall submit the completed form as part of Section B (Proposed Budget) of the proposal.



**7.9.3.6 Section C (Budget Narrative)**

- 7.9.3.6.1 For FCSP Services, Proposer shall submit a justification explaining the reasonableness and necessity of each item of cost that is included in each of the completed Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 24 (Proposed Budget for Family Caregiver Support Program Services) forms, which are prepared and submitted as indicated in [Subparagraph 7.9.3.5 \(Section B \(Proposed Budget\)\)](#).
- 7.9.3.6.2 For FCSP GR Services, Proposer shall submit a justification explaining the reasonableness and necessity of each item of cost that is included in the completed Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 25 (Proposed Budget for Family Caregiver Support Program Grandparent/Relative Services) form, which is prepared and submitted as indicated in [Subparagraph 7.9.3.5 \(Section B \(Proposed Budget\)\)](#).
- 7.9.3.6.3 Proposer shall submit this narrative description(s) as part of Section C (Budget Narrative) of the proposal.

**7.9.3.7 Section D (Proposer's Financial Capability)**

- 7.9.3.7.1 Proposer shall provide audited financial statements, single audits or U.S. Securities and Exchange Commission filings (if the filings contain all necessary information) which reflect Proposer's most recent three (3) full Fiscal Years of financial activities. These financial documents shall reflect activities for Fiscal Year 2012-2013, Fiscal Year 2013-14, Fiscal Year 2014-15 and/or Fiscal Year 2015-16 (e.g., financial documents reflecting activities for Fiscal Years 2011-2012, 2010-2011, 2009-2010, etc. are not acceptable to meet this requirement).
- 7.9.3.7.2 These financial documents shall be prepared by a Certified Public Accountant and must

provide an accurate, verifiable representation of the entire financial position of Proposer's organization. They will be used to determine Proposer's financial viability (i.e., County will conduct a financial capability evaluation of the documents submitted to meet this requirement). County may require additional financial information as part of this financial capability evaluation. Income Tax returns will not be acceptable to meet Proposer's Financial Capability requirement.

7.9.3.7.3 At a minimum, these audited financial statements, single audits or U.S. Securities and Exchange Commission filings shall include the following:

7.9.3.7.3.1 Balance Sheet (or Statement of Financial Position) including all supporting schedules (i.e., Current Assets, Current Liabilities, Detailed Aged Payables, Aged Receivables, Notes Payable, etc.)

7.9.3.7.3.2 Income Statement (or Profit and Loss Statement or Statement of Operations)

7.9.3.7.3.3 Statement of Cash Flow

7.9.3.7.3.4 Retained Earnings

7.9.3.7.3.5 Auditor's Unqualified Opinion

7.9.3.7.3.6 Any footnotes to the Statements

7.9.3.7.4 Proposer shall provide copies of financial audit reports from other County departments, including all corrective action plans and corresponding resolutions, if applicable. If such financial audit reports have not been issued from any County department, Proposer shall provide a statement indicating such action.

7.9.3.7.5 If Proposer is a subsidiary of another company then Proposer shall also provide audited

financial statements, single audits or U.S. Securities and Exchange Commission filings (if the filings contain all necessary information) for the ultimate parent company as well as for Proposer. Provision of the parent company's financial information does not by itself satisfy the requirement for the provision of Proposer's financial information. In addition, the financial capability of the parent company cannot be substituted for Proposer's financial capability unless Proposer provides evidence that its parent company agrees to sign a parental guarantee; Proposer shall submit this evidence with its proposal. If Proposer is not a subsidiary of another company, Proposer shall provide a statement indicating such position.

- 7.9.3.7.6 Proposer shall submit its audited financial statements, the financial audit report from other County departments (if applicable) and financial statements from its parent company (if applicable) as part of Section D (Proposer's Financial Capability) of the proposal.

#### 7.9.3.8 **Section E (Preference Programs)**

- 7.9.3.8.1 To apply for any of the Preference Programs, upon receipt of a letter of certification and affirmation from DCBA substantiating Proposer's status as a LSBE, SE and/or DVBE vendor, Proposer shall complete Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 7 (Request for Preference Program Consideration). Proposer may request certification for multiple Preference Programs with DCBA but only one (1) preference will be applied if Proposer is determined to be eligible for more than one (1) Preference Program.
- 7.9.3.8.2 If Proposer does not intend to apply for any of the Preference Programs, Proposer shall complete Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 7 (Request for Preference Program

Consideration) by indicating such intent on the form.

- 7.9.3.8.3 When requesting consideration for County Preference, Proposer shall submit the completed Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 7 (Request for Preference Program Consideration) along with a copy of the certification letter from DCBA as part of Section E (Preference Programs) of the proposal. Otherwise, Proposer shall submit the completed Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 7 (Request for Preference Program Consideration) only as part of Section E (Preference Programs) of the proposal.

## **7.10 Firm Offer/Withdrawal of Proposal**

7.10.1 Until the proposal submission deadline, Proposer may correct errors in its proposal by submitting another set of proposals (one (1) original hardcopy, four (4) duplicate hardcopies and two (2) electronic versions) with the mistakes corrected. Proposer shall provide a written request indicating its intent to withdraw its original proposal and re-submit a revised proposal. Include this written request when submitting the revised/corrected proposal. Revised proposals will not be accepted once the deadline for submission of proposals has passed.

7.10.2 The proposal shall be a firm and final offer and may not be withdrawn for a period of two hundred seventy (270) days following the final proposal due date and time.

## **7.11 Proposal Submission**

7.11.1 A complete proposal is one that includes the original hardcopy proposal, four (4) duplicate hardcopies of the proposal and two (2) electronic versions of the proposal (stored on thumb drives/flash drives). No facsimile (fax) or electronic mail (e-mail) copies will be accepted. This proposal shall be enclosed in a sealed envelope or box, plainly marked in the upper left-hand corner with the name and address of Proposer and shall bear the following words as applicable to the Program Services:

***Proposal for FCSP Services:***

Proposal for Family Caregiver Support Program Services  
FCSP RFP Number AAA-FCSP-1721 RFP  
Region: *[include name of Region such as Antelope Valley]*

***Proposal for FCSP GR Services:***

Proposal for Family Caregiver Support Program  
Grandparent/Relative Services  
FCSP RFP Number AAA-FCSP-1721 RFP  
Region: All

- 7.11.2 At any time prior to the final proposal due date and time, Proposer may submit its proposal during County's business hours, Monday – Friday (8:00 a.m. to 5:00 p.m. (PDT)). On the final proposal due date, the proposal shall be submitted (i.e., must be received by County) no later than the time indicated in [Subparagraph 7.3 \(RFP Timetable\)](#). The proposal shall be submitted by mail or hand-delivered to:

County of Los Angeles  
Workforce Development, Aging and Community Services  
Contracts Management Division  
Attention: AAA-FCSP-1721 RFP  
3175 West 6<sup>th</sup> Street, Room 403  
Los Angeles, CA 90020-1708

- 7.11.3 It is the sole responsibility of Proposer to ensure that its proposal is received no later than the final proposal due date and time. Proposer shall bear all risks associated with delays in delivery by any person or entity, including the United States postal service. Any proposal received after the final proposal due date and time will not be accepted and will be returned to Proposer or Proposer's agent unopened.

- 7.11.4 When Proposer or Proposer's agent delivers the proposal in a sealed envelope or box, County will receive the proposal in the condition in which it is delivered (i.e., County will not open the sealed envelope/box until after the final proposal due date and time have elapsed). County will provide Proposer or Proposer's agent a receipt as evidence that the proposal is received by the final proposal due date and time. In the event that Proposer elects to re-submit its proposal pursuant to the requirements outlined in [Subparagraph 7.10 \(Firm Offer/Withdrawal of Proposal\)](#), County shall issue a new receipt for the resubmitted proposal.

- 7.11.5 If Proposer does not submit the required number of proposals (both hardcopies and electronic versions) as stated in this Subparagraph

7.11 then County (at its sole discretion) may deem Proposer's submission as non-responsive which may result in the proposal being disqualified from further consideration/review (i.e., the proposal may be rejected).

## **8.0 SELECTION PROCESS AND EVALUATION CRITERIA**

### **8.1 Selection Process**

8.1.1 County reserves the sole right to judge, review and evaluate the contents of the proposals submitted pursuant to this RFP and to determine the final scores of the proposals. County reserves the right to waive inconsequential disparities or any informalities in a proposal if the sum and substance of the proposal is present. The evaluation and selection process will begin after receipt of the proposals.

#### **8.1.2 Adherence to the Minimum Mandatory Qualifications (Pass/Fail Review)**

8.1.2.1 Upon receipt of the proposal, County will conduct a Pass/Fail Review of Proposer's Minimum Mandatory Qualifications. The results of this initial review will be used to determine whether or not the proposal will be evaluated for scoring.

8.1.2.2 If County determines that Proposer has not met all of the Minimum Mandatory Qualifications listed in this RFP at the time that the proposal is submitted, County will immediately reject the proposal as non-responsive. County will issue Proposer a notification indicating that its proposal has been disqualified from further consideration and Proposer may be given the option to pick-up its proposal from County's office within the timeframe and manner designated by County (i.e., when Proposer submits information/documentation which demonstrates that Proposer does not meet all of the Minimum Mandatory Qualifications, the proposal will not be evaluated for scoring).

8.1.2.3 If County determines that Proposer has met and passed the Minimum Mandatory Qualifications process (i.e., Pass/Fail Review) then the proposal will be evaluated for scoring by an Evaluation Committee.

#### **8.1.3 Evaluation Committee Review of the Proposal**

- 8.1.3.1 Evaluation of the passing proposals will be completed by an Evaluation Committee selected by County. The Evaluation Committee will evaluate and score the proposals using the evaluation approach described herein.
- 8.1.3.2 The Evaluation Committee will consist of individuals who are subject matter experts in various areas including but not limited to program operations, contract development, planning operations, grants management, finance/accounting, monitoring/compliance and/or administrative operations. County will make every attempt to utilize the services of appropriate subject matter experts to assist in this evaluation process.

#### **8.1.4 Clarification of Proposed Elements**

- 8.1.4.1 County may, at its sole option, contact all Proposers being evaluated for clarification or validation of submitted information.

#### **8.1.5 Proposal Score**

- 8.1.5.1 The proposal will be evaluated based on a numerical scoring system. The Evaluation Committee will use an evaluation tool containing rating criteria to determine the score of the proposal. The maximum score that a proposal can receive is 10,000 points. These points are divided between the Business Proposal and the Cost Proposal. The Business Proposal is worth a maximum of 6,000 points and the Cost Proposal is worth a maximum of 4,000 points.
- 8.1.5.2 Proposals will be evaluated based on the Region that is listed in [Subparagraph 1.4.1.2](#) (for FCSP Services) or for all Regions (for FCSP GR Services) to be served. For example, all proposals submitted for the Antelope Valley Region (which includes the Santa Clarita Valley Region and the San Fernando Valley Region) will be evaluated in relation to County's need for Program Services in the Antelope Valley Region (which includes the Santa Clarita Valley Region and the San Fernando Valley Region). As such, the maximum score that a proposal can receive when it is submitted for a Region is 10,000 points.
- 8.1.5.3 In order to be considered for a Subaward, Proposer must receive an overall minimum passing score of 7,000 points after its proposal has been evaluated. To receive this

overall passing score, Proposer must receive a minimum score of 4,200 points for the Business Proposal and a minimum of 2,800 points for the Cost Proposal for a total overall minimum passing score of 7,000 points.

- 8.1.5.4 In the event that no proposal receives a minimum passing score of 7,000 points, County reserves the right to select a proposal for Subaward based on a curve rating. For example, the highest scoring proposal that doesn't receive 7,000 points will be rated at 100% and any other proposals will be rated proportionately.

#### **8.1.6 Additional Considerations for Selection of Successful Proposer**

##### **8.1.6.1 Client Attestations**

- 8.1.6.1.1 County reserves the right to contact each Proposer's Clients to attest to Proposer's service delivery. County will notify each Proposer if County elects to exercise this right. County will complete the MMQ review as well as the evaluation and scoring of the Business and Cost Proposals and for all Proposers who receive a passing score, County may use Client attestations as an additional element when making the final decision to grant a Subaward.

##### **8.1.6.2 Missing Forms and Documentation**

- 8.1.6.2.1 In the event that Proposer does not submit a required form and/or document as part of the Business Proposal, Cost Proposal or both, County will deduct points for the missing form or document as indicated in [Subparagraph 8.4.6 \(Subsection F \(Required Forms and Documentation\)\)](#), [Subparagraph 8.5.1 \(Section A \(Proposed Program Services\)\)](#) and [Subparagraph 8.5.2 \(Section B \(Proposed Budget\)\)](#). However, if the missing form and/or document is required as part of the Minimum Mandatory Qualifications then point deductions are not applicable since the Minimum Mandatory Qualifications will be reviewed on a pass/fail basis.



8.1.6.2.2 In the event that Proposer is selected to receive a Subaward and it did not submit a required form or documentation that is indicated in [Subparagraph 8.4.6 \(Subsection F \(Required Forms and Documentation\)\)](#) as part of its proposal, County will not recommend Proposer to the Board of Supervisors for the Subaward unless/until Proposer has submitted the proper form(s) and/or documentation as directed by County (i.e., successful Proposer shall submit any missing form/documentation to County prior to recommendation for the Subaward).

#### **8.1.7 Prospective Subrecipient(s)**

8.1.7.1 After evaluation of the proposals has been completed, County will select prospective Subrecipient to receive a Subaward. County retains the right to select prospective Subrecipient which County determines in its sole discretion to be the most overall qualified, cost-effective, responsive and responsible and serves the best interests of County as opposed to selecting Proposer that receives the highest number of points.

8.1.7.2 Once prospective Subrecipient is selected, County will begin negotiating a Subaward with prospective Subrecipient. Such negotiation may include, but is not limited to, negotiation of the unit rates, units of Services, Region(s), Service site(s), etc. to ensure that the requirements of the Program and the RFP objectives are met prior to execution of the Subaward. If a satisfactory Subaward cannot be negotiated, County may, at its sole discretion, begin Subaward negotiations with the next qualified prospective Subrecipient who submitted a proposal, as determined by County. The selected proposal shall be made a part of the resulting Subaward.

8.1.7.3 Once the Subaward negotiation process has been completed, the negotiated Subaward will be submitted to the Board of Supervisors for its consideration and possible approval.

8.1.7.4 WDACS' recommendation to grant a Subaward will not bind the Board of Supervisors to grant such Subaward to prospective Subrecipient.

- 8.1.7.5 County reserves the right to award multiple Subawards to multiple Proposers within a Region when it is determined by County to best meet the needs of County.

## **8.2 Intentionally Omitted**

## **8.3 Disqualification Review**

- 8.3.1 A proposal may be disqualified from consideration because County determines that it is non-responsive at any time during the review/evaluation process. A proposal may also be disqualified due to a determination of Proposer's non-responsibility (see [Subparagraph 5.9 \(Determination of Proposer Responsibility\)](#)). When County determines that a proposal is disqualified due to non-responsiveness, County shall notify Proposer in writing ("written determination of non-responsiveness"). In this written determination of non-responsiveness, County will provide Proposer an opportunity to request a Disqualification Review within a specified timeframe.
- 8.3.2 Upon receipt of the written determination of non-responsiveness, Proposer may submit a written request for a Disqualification Review within the timeframe specified in the written determination of non-responsiveness.
- 8.3.3 A request for a Disqualification Review shall satisfy all of the following criteria:
  - 8.3.3.1 The person or entity requesting a Disqualification Review is Proposer.
  - 8.3.3.2 The request for a Disqualification Review is submitted timely (i.e., by the date and time specified in the written determination of non-responsiveness).
  - 8.3.3.3 The request for a Disqualification Review asserts that County's determination of disqualification due to non-responsiveness was erroneous (e.g., factual errors, etc.) and provides factual support on each ground asserted as well as copies of all documents and other material that support the assertions.
- 8.3.4 At County's sole discretion, the request for a Disqualification Review may be denied if the request does not meet all of the criteria listed in [Subparagraph 8.3.3](#). The Disqualification Review shall be completed by County and a written determination shall be provided to the disqualified Proposer prior to the conclusion of the evaluation process. The results of the Disqualification Review are final and no further appeals will be allowed.

#### 8.4 Business Proposal Evaluation Criteria (6,000 points)

##### 8.4.1 Section A (Proposer's Qualifications) (1,200 maximum points)

###### 8.4.1.1 Subsection A-1 (Proposer's References) – (1,200 maximum points)

8.4.1.1.1 The proposal will be evaluated based on the verification of references provided in response to [Subparagraph 7.9.2.4.4 \(Subsection A-1 \(Proposer's References\)\)](#). Each reference will be evaluated and scored individually and the maximum possible points available for each reference is 400 points. Therefore the total maximum points for this Subsection A-1 (Proposer's References) is worth 1,200 points.

8.4.1.1.2 In the event that a reference's point of contact cannot be reached within three (3) attempts by County, Proposer shall receive zero (0) points for the scoring of that reference.

8.4.1.1.3 In addition to the references provided, County will review the County's Contract Database and Contractor Alert Reporting Database, if applicable; these databases provide vendor's past performance history on County and other contracts. This portion of the evaluation may result in point deductions. Altogether, the reviews of County's database(s) may result in point deductions up to one hundred percent (100%) of the total points awarded in this evaluation category (i.e., **the maximum number of points that may be deducted for each reference is 400 points and the combined maximum number of points that may be deducted for all three (3) references is 1,200 points**). If the combined maximum number of points in the amount of 1,200 points are deducted as a result of the reviews of County's database(s) then the proposal may be disqualified in its entirety, deemed non-responsive and it may not be subjected to further evaluation.

**8.4.1.2 Subsection A-2 (Proposer's List of Expired and Terminated Contracts) – (100 maximum possible point deductions)**

8.4.1.2.1 The proposal will be evaluated based on a review of the information provided in response to [Subparagraph 7.9.2.4.5 \(Subsection A-2 \(Proposer's List of Expired and Terminated Contracts\)\)](#). Such review will be conducted to determine the significance of the termination of any contracts. This review may result in point deductions of up to 100 points.

**8.4.1.3 Subsection A-3 (Proposer's Pending or Threatening Litigation) (100 maximum possible point deductions)**

8.4.1.3.1 The proposal will be evaluated based on a review of the information provided in response to [Subparagraph 7.9.2.4.6 \(Subsection A-3 \(Proposer's Pending or Threatening Litigation\)\)](#). Such review will be conducted to determine the significance of any litigation which may be pending against Proposer and/or its principals. This review may result in point deductions of up to 100 points.

**8.4.1.4 Subsection A-4 (Proposer's Judgment Action(s)) (100 maximum possible point deductions)**

8.4.1.4.1 The proposal will be evaluated based on a review of the information provided in response to [Subparagraph 7.9.2.4.7 \(Subsection A-4 \(Proposer's Judgment Action\(s\)\)\)](#). Such review will be conducted to determine the significance of any judgment action(s) which may be pending against Proposer and/or its principals. This review may result in point deductions of up to 100 points.

**8.4.2 Section B (Proposer's Approach to Providing Required Services) – (4,300 maximum points)**

8.4.2.1 For each of the following categories, the proposal will be evaluated based on the methodology Proposer shall use to meet County's requirements as provided in Proposer's response to the criteria outlined in [Subparagraph 7.9.2.5 \(Section B \(Proposer's Approach to Providing Required](#)

Services)). Any response that does not provide a detailed description as indicated in Subparagraph 7.9.2.5 (Section B (Proposer's Approach to Providing Required Services)) will not receive any points for that category. For example, responses such as "Proposer will follow the protocols and procedures described in Appendix B (Statement of Work)", "Proposer will provide all Service Categories in accordance with the requirements noted in Appendix B (Statement of Work)", etc. will receive zero (0) points.

8.4.2.1.1 **Subsection B-1 (Proposer's Objectives Compared to RFP Objectives – Information Services) – (280 maximum points):** Overall evaluation will determine the reasonableness of Proposer's plan to provide and sustain these Program Services throughout the Subaward term as outlined in Subparagraph 7.9.2.5.1 (Subsection B-1 (Proposer's Objectives Compared to RFP Objectives – Information Services)).

8.4.2.1.2 **Subsection B-2 (Proposer's Objectives Compared to RFP Objectives – Support Services) – (840 maximum points):** Overall evaluation will determine the reasonableness of Proposer's plan to provide and sustain these Program Services throughout the Subaward term as outlined in Subparagraph 7.9.2.5.2 (Subsection B-2 (Proposer's Objectives Compared to RFP Objectives – Support Services)).

8.4.2.1.3 **Subsection B-3 (Proposer's Objectives Compared to RFP Objectives – Respite Care Services) – (840 maximum points):** Overall evaluation will determine the reasonableness of Proposer's plan to provide and sustain these Program Services throughout the Subaward term as outlined in Subparagraph 7.9.2.5.3 (Subsection B-3 (Proposer's Objectives Compared to RFP Objectives – Respite Care Services)).

8.4.2.1.4 **Subsection B-4 (Proposer's Objectives Compared to RFP Objectives – Supplemental Services) – (560 maximum**

**points):** Overall evaluation will determine the reasonableness of Proposer's plan to provide and sustain these Program Services throughout the Subaward term as outlined in [Subparagraph 7.9.2.5.4 \(Subsection B-4 \(Proposer's Objectives Compared to RFP Objectives – Supplemental Services\)\)](#).

- 8.4.2.1.5 **Subsection B-5 (Proposer's Objectives Compared to RFP Objectives – Access Assistance Services) – (280 maximum points):** Overall evaluation will determine the reasonableness of Proposer's plan to provide and sustain these Program Services throughout the Subaward term as outlined in [Subparagraph 7.9.2.5.5 \(Subsection B-5 \(Proposer's Objectives Compared to RFP Objectives - Access Assistance Services\)\)](#).
- 8.4.2.1.6 **Subsection B-6 (Target Population Served – Client Eligibility) – (240 maximum points):** Proposal will be evaluated based on Proposer's ability to meet and adhere to the requirements outlined in [Subparagraph 7.9.2.5.6 \(Subsection B-6 \(Target Population Served – Client Eligibility\)\)](#).
- 8.4.2.1.7 **Subsection B-7 (Target Population Served – Priority of Service) – (240 maximum points):** Proposal will be evaluated based on Proposer's ability to meet and adhere to the requirements outlined in [Subparagraph 7.9.2.5.7 \(Subsection B-7 \(Target Population Served – Priority of Service\)\)](#).
- 8.4.2.1.8 **Subsection B-8 (Training for Proposer's Staff) – (360 maximum points):** Proposal will be evaluated based on Proposer's ability to meet and adhere to the requirements outlined in [Subparagraph 7.9.2.5.8 \(Subsection B-8 \(Training for Proposer's Staff\)\)](#).
- 8.4.2.1.9 **Subsection B-9 (Emergency Preparedness) – (180 maximum points):** Proposal will be evaluated based on Proposer's ability to meet and adhere to the requirements outlined in [Subparagraph](#)

[7.9.2.5.9 \(Subsection B-9 \(Emergency Preparedness\)\)](#).

8.4.2.1.10 **Subsection B-10 (Voluntary Contributions) – (180 maximum points):** Proposal will be evaluated based on Proposer's ability to meet and adhere to the requirements outlined in [Subparagraph 7.9.2.5.10 \(Subsection B-10 \(Voluntary Contributions\)\)](#).

8.4.2.1.11 **Subsection B-11 (Collaborations) – (300 maximum points):** Proposal will be evaluated based on Proposer's ability to meet and adhere to the requirements outlined in [Subparagraph 7.9.2.5.11 \(Subsection B-11 \(Collaborations\)\)](#).

8.4.3 **Section C (Proposer's Quality Control Plan) – (250 maximum points)**

8.4.3.1 Proposal will be evaluated based on Proposer's ability to meet and adhere to the requirements outlined in [Subparagraph 7.9.2.6 \(Section C \(Proposer's Quality Control Plan\)\)](#).

8.4.4 **Subsection D (Proposer's Green Initiatives) – (250 maximum points)**

8.4.4.1 Proposal will be evaluated based on Proposer's ability to meet and adhere to the requirements outlined in [Subparagraph 7.9.2.7 \(Section D \(Proposer's Green Initiatives\)\)](#).

8.4.5 **Intentionally Omitted**

8.4.6 **Subsection F (Required Forms and Documentation) (650 maximum possible point deductions)**

8.4.6.1 **Subsection F-1 (Required Forms) (425 maximum possible point deductions)**

8.4.6.1.1 Proposal will be evaluated based on Proposer's ability to meet and adhere to the requirements outlined in [Subparagraph 7.9.2.9.1 \(Subsection F-1 \(Required Forms\)\)](#).

8.4.6.1.2 In the event that Proposer does not submit a form and/or document as indicated in



[Subparagraph 7.9.2.9.1 \(Subsection F-1 \(Required Forms\)\)](#), County shall deduct twenty-five (25) points for each missing form or document. The total points will be deducted from the Business Proposal score.

**8.4.6.2 Subsection F-2 (Required Documentation) (225 maximum possible point deductions)**

8.4.6.2.1 Proposal will be evaluated based on Proposer's ability to meet and adhere to the requirements outlined in [Subparagraph 7.9.2.9.2 \(Subsection F-2 \(Required Documentation\)\)](#).

8.4.6.2.2 In the event that Proposer does not submit a form and/or document as indicated in [Subparagraph 7.9.2.9.2 \(Subsection F-2 \(Required Documentation\)\)](#), County shall deduct twenty-five (25) points for each missing form or document. The total points will be deducted from the Business Proposal score.

**8.5 Cost Proposal Evaluation Criteria (4,000 maximum points)**

**8.5.1 Section A (Proposed Program Services) – (1,200 maximum points)**

**8.5.1.1 Distribution of Points**

8.5.1.1.1 For FCSP Services, Proposer shall submit the completed Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 25 (Proposed Program Services for Family Caregiver Support Program) form(s). If Proposer is submitting a proposal for a Region that is listed in [Subparagraph 1.4.1.2](#), each form will be evaluated and scored individually. The maximum possible points available for each form will be determined by equally distributing the 1,200 maximum points among the forms. For example, each form submitted for a proposal for the Antelope Valley Region (which includes Services for Santa Clarita Valley Region and San Fernando Valley Region) shall have the following maximum number of points:



8.5.1.1.1.1 The maximum possible points for Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 25 (Proposed Program Services for Family Caregiver Support Program) for Antelope Valley Region will be 400 points.

8.5.1.1.1.2 The maximum possible points for Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 25 (Proposed Program Services for Family Caregiver Support Program) for Santa Clarita Valley Region will be 400 points.

8.5.1.1.1.3 The maximum possible points for Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 25 (Proposed Program Services for Family Caregiver Support Program) for San Fernando Valley Region will be 400 points.

8.5.1.1.2 For FCSP GR Services, Proposer shall submit the completed Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 26 (Proposed Program Services for Family Caregiver Support Program Grandparent/Relative) form. The maximum possible points available is 1,200 points.

8.5.1.1.3 In the event that Proposer does not submit a required form and/or document as indicated in [Subparagraph 7.9.3.4 \(Section A \(Proposed Program Services\)\)](#), **County shall deduct 1,200 points** for this Section A of the Cost Proposal.

#### 8.5.1.2 **Determination of the Lowest Cost Proposal**

8.5.1.2.1 For FCSP Services, the total budget cost reflected in the completed Appendix D (Required Forms and Documentation), Part I

(Required Forms), Exhibit 25 (Proposed Program Services for Family Caregiver Support Program) documents will be reviewed and evaluated for a Region that is listed in [Subparagraph 1.4.1.2](#). The maximum number of possible points for each form will be awarded to the lowest cost proposal where the lowest cost proposal reflects the lowest total budget cost as indicated in Section II (Service and Cost Summary) of the form. This review will take into account any Preference Program which Proposer may qualify for. All other proposals will be compared to this lowest cost and points will be awarded accordingly.

8.5.1.2.2 For FCSP GR Services, the total budget cost reflected in the completed Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 26 (Proposed Program Services for Family Caregiver Support Program Grandparent/Relative) document will be reviewed and evaluated. The maximum number of possible points for this form will be awarded to the lowest cost proposal where the lowest cost proposal reflects the lowest total budget cost as indicated in Section II (Service and Cost Summary) of the form. This review will take into account any Preference Program which Proposer may qualify for. All other proposals will be compared to this lowest cost and points will be awarded accordingly.

### **8.5.1.3 Application of the Preference Program**

8.5.1.3.1 The Preference Program allows Proposer to receive a fifteen percent (15%) reduction from its proposed cost (i.e., total budget cost) and such Preference shall not exceed \$150,000 for the proposal.

8.5.1.3.2 For FCSP Services, should one (1) or more Proposers receive DCBA certification for any of the three (3) Preference Programs and qualify to receive the fifteen percent (15%) Preference then the proposed cost submitted for a Region that is listed in [Subparagraph](#)

[1.4.1.2](#) will be adjusted by applying this Preference to the proposed cost as follows:

8.5.1.3.2.1 The maximum Preference amount shall be determined by equally distributing \$150,000 among each of the Regions within the Region that is listed in [Subparagraph 1.4.1.2](#). For example, when Proposer submits a proposal for the Antelope Valley Region (which includes Services for Santa Clarita Valley Region and San Fernando Valley Region), the maximum Preference that will be applied for each Region shall be \$50,000. Please note that the maximum Preference amount that may be applied to qualified proposals for the San Gabriel Valley Region shall not exceed \$150,000.

8.5.1.3.2.2 County will determine which proposal reflects the lowest total budget cost.

8.5.1.3.2.3 Fifteen percent (15%) of the lowest proposed cost will be calculated and that Preference amount will be deducted from the proposed cost submitted by all Proposers who request and are granted certification under one of the Preference Programs.

8.5.1.3.3 For FCSP GR Services, should one (1) or more Proposers receive DCBA certification for any of the three (3) Preference Programs and qualify to receive the fifteen percent (15%) Preference then the proposed cost will be adjusted by applying this Preference to the proposed cost as follows:

8.5.1.3.3.1 The maximum Preference amount shall be \$150,000.

8.5.1.3.3.2 County will determine which proposal reflects the lowest total budget cost.

8.5.1.3.3.3 Fifteen percent (15%) of the lowest proposed cost will be calculated and that Preference amount will be deducted from the proposed cost submitted by all Proposers who request and are granted certification under one of the Preference Programs.

8.5.1.3.4 In no case shall the Preference be combined to exceed fifteen percent (15%) in response to this solicitation (i.e., when Proposer requests and is certified under more than one (1) of the Preference Programs, only one (1) Preference of fifteen percent (15%) will be applied to Proposer's cost for this criteria).

## **8.5.2 Section B (Proposed Budget) – (900 maximum points)**

### **8.5.2.1 Distribution of Points**

8.5.2.1.1 For FCSP Services, Proposer shall submit the completed Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 23 (Proposed Budget for Family Caregiver Support Program Services) forms for a Region that is listed in [Subparagraph 1.4.1.2](#). If Proposer is submitting a proposal for a Region that has multiple Regions, each form will be evaluated and scored individually. The maximum possible points available for each form will be determined by equally distributing the 900 maximum points among each form. For example, each form submitted for a proposal for the Antelope Valley Region (which includes Services for Santa Clarita Valley Region and San Fernando Valley Region) shall have the following maximum number of points:

8.5.2.1.1.1 The maximum possible points for Appendix D (Required Forms and Documentation), Part I

(Required Forms), Exhibit 25 (Proposed Program Services for Family Caregiver Support Program) for Antelope Valley Region will be 300 points.

8.5.2.1.1.2 The maximum possible points for Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 25 (Proposed Program Services for Family Caregiver Support Program) for Santa Clarita Valley Region will be 300 points.

8.5.2.1.1.3 The maximum possible points for Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 25 (Proposed Program Services for Family Caregiver Support Program) for San Fernando Valley Region will be 300 points.

8.5.2.1.2 For FCSP GR Services, Proposer shall submit the completed Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 24 (Proposed Budget for Family Caregiver Support Program Grandparent/Relative Services) form. The maximum possible points available is 900 points.

8.5.2.1.3 In the event that Proposer does not submit a required form and/or document as indicated in [Subparagraph 7.9.3.5 \(Section B \(Proposed Budget\)\)](#), **County shall deduct 900 points** for this Section B of the Cost Proposal.

## 8.5.2.2 Evaluation and Scoring

8.5.2.2.1 The budget will be evaluated based on the accuracy of calculations and its adherence to the requirements outlined in [Subparagraph 7.9.3.5 \(Section B \(Proposed Budget\)\)](#). Points will be awarded accordingly.

### 8.5.3 Section C (Budget Narrative) – (600 maximum points)

#### 8.5.3.1 Distribution of Points

8.5.3.1.1 For FCSP Services, Proposer shall submit a justification explaining the reasonableness and necessity of each item of cost that is included in the completed Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 24 (Proposed Budget for Family Caregiver Support Program Services) forms for a Region that is listed in [Subparagraph 1.4.1.2](#). If Proposer is submitting a proposal for a Region that has multiple Regions, the justification provided for each Region's costs will be evaluated and scored individually. The maximum possible points available for each such Region will be determined by equally distributing the 600 maximum points among the multiple Regions. For example, a proposal for the Antelope Valley Region (which includes Services for Santa Clarita Valley Region and San Fernando Valley Region) shall have the following maximum number of points:

8.5.3.1.1.1 The maximum possible points for the Antelope Valley Region will be 200 points.

8.5.3.1.1.2 The maximum possible points for the Santa Clarita Valley Region will be 200 points.

8.5.3.1.1.3 The maximum possible points for the San Fernando Valley Region will be 200 points.

8.5.3.1.2 For FCSP GR Services, Proposer shall submit a justification explaining the reasonableness and necessity of each item of cost that is included in the completed Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 25 (Proposed Budget for Family Caregiver Support Program Grandparent/Relative Services) form. The

maximum possible points available is 600 points.

#### **8.5.3.2 Evaluation and Scoring**

8.5.3.2.1 Proposal will be evaluated based on Proposer's ability to meet and adhere to the requirements outlined in [Subparagraph 7.9.3.6 \(Section C \(Budget Narrative\)\)](#).

#### **8.5.4 Section D (Proposer's Financial Capability) – (1,300 maximum points)**

##### **8.5.4.1 Evaluation and Scoring**

8.5.4.1.1 Proposer shall submit its audited financial statements reflecting Proposer's most recent three (3) full Fiscal Years of financial activities. The maximum possible points available is 600 points. County will conduct a financial capability evaluation using the documents submitted to meet this requirement. This evaluation will include an assessment of Proposer's financial operations and its viability based on the review of Proposer's financial statements. The review will also include an analysis that is based on the following financial ratios: current ratio, quick ratio, ability to carry operating costs and debt ratio. Points will be awarded accordingly.

#### **8.6 Intentionally Omitted**

#### **8.7 County's Proposed Contractor Selection Review Process**

##### **8.7.1 County's Debriefing Meeting**

8.7.1.1 Upon completion of the evaluation process, County shall send written notification to those Proposers who are not selected, indicating that County is negotiating with another Proposer(s). In this written notification, County will provide non-selected Proposer an opportunity to request a Debriefing meeting within a specified timeframe. Upon receipt of this written notification, non-selected Proposer may submit a written request for a Debriefing meeting within the timeframe specified in the written notification. At County's sole discretion, non-selected Proposer's request

for a Debriefing meeting may be denied if the request is not received within the specified timeframe.

- 8.7.1.2 The purpose of the Debriefing meeting is to compare non-selected Proposer's proposal to the evaluation document. The non-selected Proposer shall be debriefed only on its response/proposal. Because Subaward negotiations are not yet complete, proposals from other Proposers shall not be discussed, although County may inform non-selected Proposer of its relative ranking.
- 8.7.1.3 If non-selected Proposer is not satisfied with the results of the Debriefing meeting, during or following this meeting, County will inform non-selected Proposer of its right to request a Proposed Contractor Selection Review. County will provide non-selected Proposer a copy of the Notice of Intent to Request a Proposed Contractor Selection Review form and will instruct non-selected Proposer on the procedures to complete and submit the form to County within the designated timeframe.

## **8.7.2 Proposed Contractor Selection Review**

- 8.7.2.1 Non-selected Proposer that has timely submitted its Notice of Intent to Request a Proposed Contractor Selection Review form as described in [Subparagraph 8.7.1 \(County's Debriefing Meeting\)](#) will be notified by County as to when it may submit its written request for a Proposed Contractor Selection Review. In order to proceed with this request, Proposer shall complete the Request for Proposals (RFP) Transmittal to Request a Proposed Contractor Selection Review form and submit it to County within the designated timeframe.
- 8.7.2.2 The request for a Proposed Contractor Selection Review shall satisfy all of the following criteria:
  - 8.7.2.2.1 The person or entity requesting a Proposed Contractor Selection Review is Proposer.
  - 8.7.2.2.2 The Request for Proposals (RFP) Transmittal to Request a Proposed Contractor Selection Review form is submitted timely (i.e., by the date and time specified by County).
  - 8.7.2.2.3 On the Request for Proposals (RFP) Transmittal to Request a Proposed Contractor Selection Review form, the person or entity



asserts in appropriate detail with factual reasons one (1) or more of the following grounds for review:

8.7.2.2.3.1 County materially failed to follow procedures specified in this solicitation document. This includes County's:

8.7.2.2.3.1.1 Failure to correctly apply the standards for reviewing the proposal format requirements.

8.7.2.2.3.1.2 Failure to correctly apply the standards, and/or follow the prescribed methods, for evaluating the proposals as specified in this solicitation document.

8.7.2.2.3.1.3 Use of evaluation criteria that were different from the evaluation criteria disclosed in this solicitation document.

8.7.2.2.3.2 County made identifiable mathematical or other errors in evaluating proposals, resulting in non-selected Proposer receiving an incorrect score and not being selected as the recommended Subrecipient.

- 8.7.2.2.3.3 A member of the Evaluation Committee demonstrated bias in the conduct of the evaluation.
      - 8.7.2.2.3.4 Another basis for review as provided by State or Federal law.
    - 8.7.2.2.4 The completed Request for Proposals (RFP) Transmittal to Request a Proposed Contractor Selection Review form sets forth sufficient detail to demonstrate that, but for County's alleged failure, non-selected Proposer's proposal would have been the highest-scored proposal.
  - 8.7.2.3 At County's sole discretion, the request for a Proposed Contractor Selection Review may be denied if the request does not meet all of the criteria listed in [Subparagraph 8.7.2.2](#).
  - 8.7.2.4 The Proposed Contractor Selection Review shall be completed by County. Upon completion, County shall send a written decision to non-selected Proposer within a reasonable time following receipt of the Request for Proposals (RFP) Transmittal to Request a Proposed Contractor Selection Review form and always before the date the Subaward recommendation is to be heard by the Board of Supervisors. In this written decision, County will inform non-selected Proposer of its right to request a County Independent Review within a specified timeframe (see [Subparagraph 8.7.3 \(County Independent Review\)](#)). County shall attach a copy of the Transmittal Form to Request a Request for Proposals County Independent Review form to this written decision and shall mail the written decision to non-selected Proposer. The Transmittal Form to Request a Request for Proposals County Independent Review form shall be used by non-selected Proposer in the event that it is not satisfied with the results of the Proposed Contractor Selection Review and wants to pursue the County Independent Review as the final appeal.

### **8.7.3 County Independent Review**

- 8.7.3.1 Non-selected Proposer that is not satisfied with the results of the Proposed Contractor Selection Review may

complete the Transmittal Form to Request a Request for Proposals County Independent Review form and submit it to County within the timeframe specified by County in the Proposed Contractor Selection Review written decision.

8.7.3.2 The request for a County Independent Review shall satisfy all of the following criteria:

8.7.3.2.1 The person or entity requesting a County Independent Review is Proposer.

8.7.3.2.2 The Transmittal Form to Request a Request for Proposals County Independent Review form is submitted timely (i.e., by the date and time specified by County).

8.7.3.2.3 On the Transmittal Form to Request a Request for Proposals County Independent Review form, the person or entity requesting the County Independent Review has limited the scope of this request to the assertions raised in the Request for Proposals (RFP) Transmittal to Request a Proposed Contractor Selection Review form and new items that:

8.7.3.2.3.1 Arise from County's written decision; and,

8.7.3.2.3.2 Are one of the appropriate grounds for requesting a Proposed Contractor Selection Review as listed in [Subparagraph 8.7.2 \(Proposed Contractor Selection Review\)](#) above.

8.7.3.3 The County Independent Review shall be completed by County of Los Angeles Internal Services Department ("ISD"). Upon completion, ISD shall issue its written decision and County will provide a copy of this written decision to non-selected Proposer.